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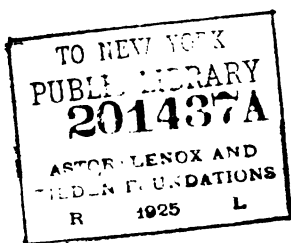
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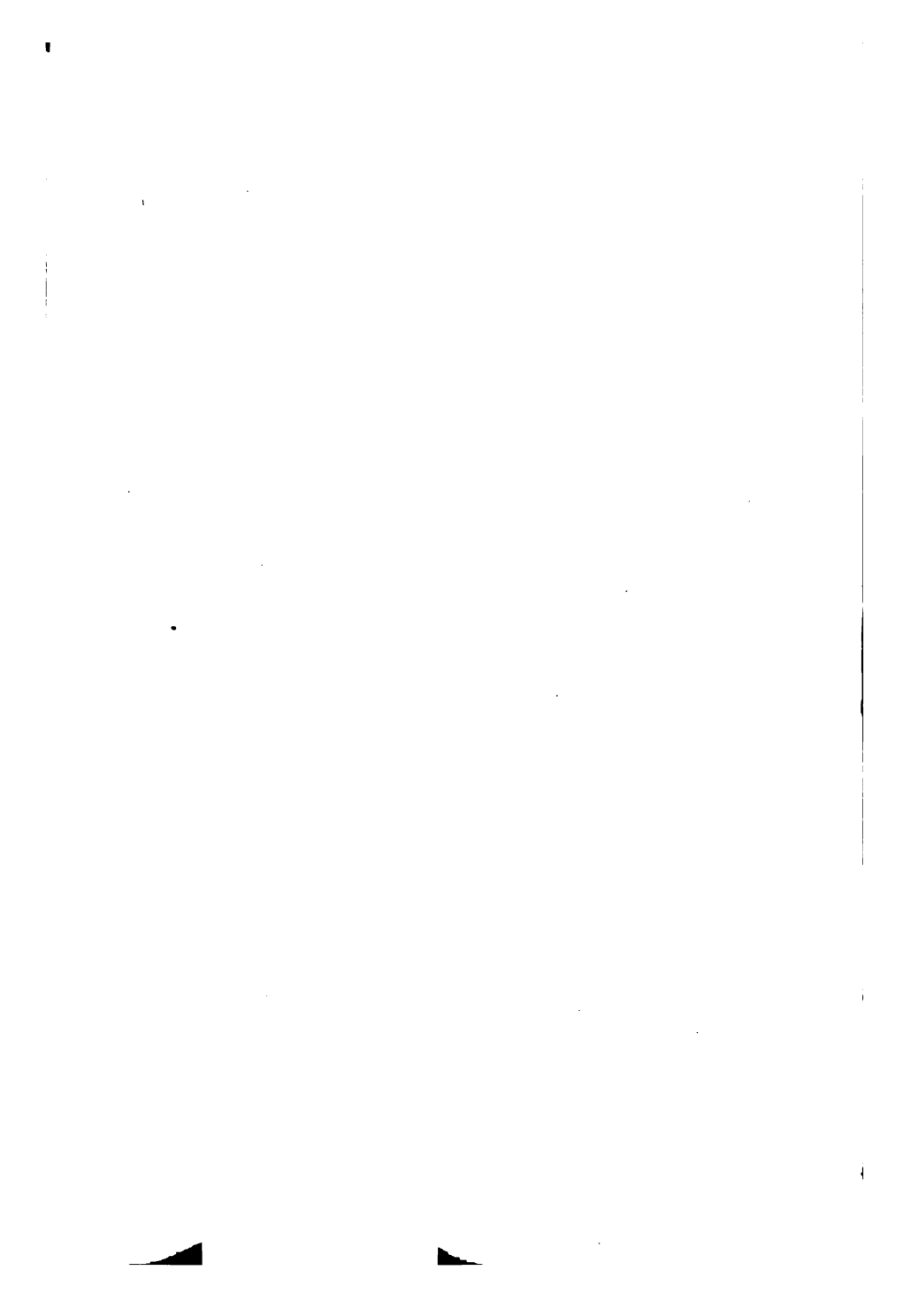
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## GRAMMAR.

"*Grammar*, in its usual sense, is the art of speaking and writing a language correctly."—*R. G. White.*

"Properly speaking, it includes only etymology and syntax."—*W. D. Whitney, of Yale.*

"Of grammar, the essential parts, if not the whole, are etymology and syntax. For orthography relates to the mere arrangement of letters for the arbitrary representation of certain sounds, and prosody to the aesthetic use of language. And, if prosody is a part of grammar, why should the latter not include rhetoric, and even elocution? In fact, grammar was long regarded as including all that concerns the structure and the relations of language; and a grammarian among the ancients was one who was versed, not only in language, but in poetry, history, and rhetoric, and who, generally, lectured or wrote upon those branches of literature. But it seems to me that in the usage of intelligent people the English word *grammar* relates only to the laws which govern the significant forms of words, and the construction of the sentence. Thus, if we find *extraordinary* spelled *igstrawnery*, or hear *suggest* pronounced *sujest*, we do not call these lapses false grammar; but if we hear, "She was *hien*, but he wasn't *hern*," which violates true etymology, or, "He *done* it *good*," which is incorrect syntax, these we do call false grammar. Etymology, which relates to the significant forms of words, and syntax, the rules of which govern their arrangement, are, then, from our point of view, the great essentials, if not the whole, of grammar."—*R. G. White, Words and their Uses, page 279.*

"Grammar treats of the laws of speech; in the first place of *the word*, and then of the *combinations* of words in speech."—*Maelzner.*

"Grammar concerns the forms of words and their dependent relations in the sentence."—*R. G. White.*

Etymology is "the science of the word" and syntax is "the science of the sentence."

*Etymology* is the branch of grammar that treats of the parts of speech and their inflections.

*Syntax* is the part of grammar that treats of the sentence and its construction.

## SENTENCES.

A *sentence* is "a related group of words containing a subject and a predicate with their modifiers, and expressing a complete thought."

The *subject* of a sentence is that about which something is asserted or affirmed.

The *predicate* of a sentence is that which is affirmed or denied of the subject.

The subject and predicate may assert or declare a thing, forming an *assertive* or *declarative* sentence; as, "He triumphs"; they may inquire about a thing, forming an *interrogative* sentence; as, "Does he triumph?" or they may command or express a desire for a thing, forming an *imperative* sentence; as, "Triumph thou!" or, with the pronoun understood, "Triumph!" The sentence constitutes the subject-matter of grammar, and may be either *simple*, composed of a single subject and predicate; or *combined*, including *compound*, made up of two or more principal sentences, and *complex*, made up of principal and subordinate.—*Standard Dictionary*.

A sentence that forms part of a compound or complex sentence is called a *clause*.

A *clause* is, therefore, "a part of a sentence containing a subject and a predicate," and is distinguished from a *phrase*, which is a part of a sentence not expressing a complete thought. Clauses are either *independent* or *dependent*.

A sentence may contain few words, or many.

Halt!

Time flies.

Where is it?

What a beautiful flower !

Your favor of yesterday came duly to hand.

Please let us hear from you with regard to this matter at your earliest convenience.

"By analyzing the light of the sun by means of a spectroscope, an instrument that splits light up into its component colors, in the same manner as you have seen light split up into all the colors of the rainbow by the glass drops on chandeliers, it has been found that a great number of our metals exist in the sun, not of course in their metallic state, but in the state of vapor, the heat there being so intense that the metals evaporate as water with us does into steam."

Every sentence should begin with a *capital letter*.

At the end of a sentence that asks a question, the *question mark* (?) should be placed.

After sentences or expressions that constitute exclamations, or indicate surprise or strong feeling, the *exclamation point* (!) should be used.

At the end of every sentence that does not require a question mark or an exclamation point there should be placed a dot, called a *period*.

## THE PARTS OF SPEECH.

Words are classified according to their use in the sentence, and are thus divided into eight classes, called *the parts of speech*; namely, *nouns, adjectives, pronouns, verbs, adverbs, prepositions, conjunctions* and *interjections*.

1. A *noun* is a word used as the name of a thing, quality, or action existing or conceived by the mind ; as, *book, house, city, kindness, diligence, navigation, flight, Philadelphia*.

2. An *adjective* is a word used to limit or qualify a noun ; as, *this book ; new house ; large city ; good advice*.

3. A *pronoun* is a word used instead of a noun ; as, *I spoke. He came. Who is it?*

4. A **verb** is a word used to assert or declare. Either alone or with various modifiers, it combines with the subject to make a sentence ; as, Grass *grows*. Gold *is* precious. The Delaware river *separates* Pennsylvania from New Jersey. They *are going* to New York. The letter *has been mailed*.

5. An **adverb** is a word used to modify a verb, an adjective, or another adverb ; as, She writes *well*. The picture is *very* large. He came *too soon*.

6. A **preposition** is a word used to show the relation of its object (a noun or pronoun) to a verb, an adjective, or another noun or pronoun ; as, He lives *in* this city. I am glad *of* it. Mr. Jones is counsel *for* the defendant. Which *of* them do you prefer ?

7. A **conjunction** is a word used to connect words, phrases, or clauses ; as, She is learning shorthand *and* type-writing. Have they gone to the seashore *or* to the mountains? We have written to them, *but* they have not answered our letter.

8. An **interjection** is a word used to express sudden emotion, excitement, or feeling ; as, Oh ! Ah ! Alas ! Hurrah ! Interjections are used independently and have no grammatical relation to the other words in the sentence. They are commonly emphasized to the eye in writing and printing by a mark of exclamation.

## NOUNS.

**Definition.** A *noun* is a word used as a name.

**Classes.** Nouns are divided into two general classes, *proper* and *common* ; and among common nouns are included two particular classes, *collective* and *abstract* nouns.

A **proper noun** or proper name is the name of an indi-

vidual as distinguished from others of the same class, as, *William, Philadelphia, Susquehanna*; a **common noun** is the name an individual object has in common with others of its class, as, *man, city, river*; a **collective noun** is a noun expressing an aggregate or collection of individuals, as, *committee, army*; an **abstract noun** is a noun indicating a quality, as, *goodness, beauty, pride*.

Nouns have four modifications—*person, number, gender, and case*.

### Person.

**Person** is the relation or modification that distinguishes the speaker, the person or thing spoken to, and the person or thing spoken of. A noun denoting the person speaking is said to be in the **first person**; as, I, *John Smith*, do hereby appoint Henry Jones to be my attorney. When a noun denotes the person spoken to, it is said to be in the **second person**; as, *William*, where is your book? A noun denoting the person or thing spoken of is said to be in the **third person**; as, *Edward* is not here.

Nouns have no inflections to indicate person, which can only be determined by the context.

### Number.

**Number** is the form of inflection that indicates whether one thing or more is spoken of. There are two numbers—the **singular** and the **plural**. The **singular** number of a noun is the form of it that denotes but *one*; the **plural** number is the form that denotes more than one.

Most nouns add *s* or *es* to the singular to form the plural. When the sound of *s* can be added without making another syllable, *s* alone is added; as, *book, books—pen, pens—apple,*

*apples*. But when the sound of *s* makes an additional syllable, *es* is added—except in the case of a singular ending with silent *e*; as, *box, boxes—fish, fishes—voice, voices—stage, stages*.

Nouns ending in *y* preceded by a vowel (*a, e, i, o, u*) form their plurals in the regular way, by adding *s* to the singular; as,

dray, drays	pulley, pulleys
delay, delays	money, moneys
essay, essays	journey, journeys
holiday, holidays	joy, joys
key, keys	decoy, decoys
alley, alleys	envoy, envoys
valley, valleys	alloy, alloys
volley, volleys	guy, guys

The only exceptions are nouns ending in *quy*; as, *soliloquy, soliloquies*.

Nouns ending in *y* preceded by a consonant form their plurals by changing *y* into *i* and adding *es*; as,

ruby, rubies	company, companies
agency, agencies	copy, copies
study, studies	jury, juries
elegy, elegies	courtesy, courtesies
sky, skies	duty, duties
ally, allies	navy, navies
army, armies	proxy, proxies

The following nouns ending in *f* or *fe* form their plurals by changing *f* into *v* and adding *es*.

beef, beeves	loaf, loaves
calf, calves	self, selves
elf, elves	shelf, shelves
half, halves	sheaf, sheaves
knife, knives	thief, thieves
life, lives	wife, wives
leaf, leaves	wolf, wolves

wharf, wharves

*All other nouns ending in f or fe form their plurals in the regular way ; as,*

safe, safes	scarf, scarfs
reef, reefs	dwarf, dwarfs
life, lifes	gulf, gulfs
belief, beliefs	hoof, hoofs
brief, briefs	roof, roofs
grief, griefs	proof, proofs

Nouns ending in *o* preceded by a vowel form their plurals by adding *s* to the singular ; as,

cameo, cameos	ratio, ratios
embryo, embryos	oratorio, oratorios
folio, folios	portfolio, portfolios

Ordinary English nouns ending in *o* preceded by a consonant form their plurals by adding *es* to the singular ; as,

buffalo, buffaloes	mulatto, mulattoes
calico, calicoes	negro, negroes
cargo, cargoes	potato, potatoes
echo, echoes	tomato, tomatoes
hero, heroes	tornado, tornadoes
mosquito, mosquitoes	torpedo, torpedoes
motto, mottoes	volcano, volcanoes

Some nouns adopted from the Italian, Latin, and Spanish languages, ending in *o* preceded by a consonant, form their plurals by adding *s* only to the singular ; as,

solo, solos	quarto, quartos
alto, altos	octavo, octavos
soprano, sopranos	duodecimo, duodecimos
piano, pianos	memento, mementos
virtuoso, virtuosos	proviso, provisos
tyro, tyros	stiletto, stilettos
studio, studios	palmetto, palmettos
halo, halos	albino, albinos
salvo, salvos	casino, casinos



X Both forms of the plural of the following words are recognized as correct by the principal dictionaries. The form in **es** is to be preferred.

bravo, bravos or bravo**s**  
 desperado, desperados or desperado**s**  
 domino, dominos or domino**s**  
 flamingo, flamingos or flamingo**s**  
 fresco, frescos or fresco**s**  
 grotto, grottos or grotto**s**  
 lasso, lassos or lasso**s**  
 mango, mangos or mango**s**  
 manifesto, manifestos or manifesto**s**  
 portico, porticos or portico**s**  
 zero, zeros or zero**s**

Some Latin and Greek nouns that have come into common use in the English language have two plurals—the original Latin or Greek plural, and the English plural formed in the ordinary way. It is preferable to use the English plurals of the following nouns, but the others are frequently used.

Singular.	Latin Plural.	English Plural.
apex	apices	apexes
appendix	appendices	appendixes
dogma	dogmata	dogmas
formula	formulae	formulas
index	indices	indexes
medium	media	mediums
memorandum	memoranda	memorandums
stigma	stigmata	stigmas
vertex	vertices	vertexes
vortex	vortices	vortexes
Singular.	Greek Plural.	English Plural.
automaton	automata	automatons

The following Latin and Greek nouns retain their original plurals ; most of them have no English plurals, and the English plurals of the others (as shown) are seldom used.

Singular.	Latin Plural.	English Plural.
administratrix	administratrices	. . . . .
alumnus	alumni	. . . . .
alumna	alumnae	. . . . .
amanuensis	amanuenses	. . . . .
apparatus	apparatus	(rarely, apparatuses)
axis	axes	. . . . .
chrysalis	chrysalides	. . . . .
datum	data	. . . . .
dictum	dicta	dictums
effluvium	effluvia	. . . . .
erratum	errata	. . . . .
focus	foci	focuses
fungus	fungi	funguses
genus	genera	(rarely, genres)
larva	larvae	larvas
matrix	matrices	. . . . .
nebula	nebulae	. . . . .
nucleus	nuclei	nucleuses
oasis	oases	. . . . .
radius	radii	radiuses
stratum	strata	stratums
terminus	termini	. . . . .
Singular.	Greek Plural.	English Plural.
analysis	analyses	. . . . .
antithesis	antitheses	. . . . .
basis	bases	. . . . .
crisis	crises	. . . . .
criterion	criteria	(sometimes, criterions)
ellipsis	ellipses	. . . . .
hypothesis	hypotheses	. . . . .
miasma	miasmata	. . . . .
parenthesis	parentheses	. . . . .
phenomenon	phenomena	. . . . .
synopsis	synopses	. . . . .
thesis	theses	. . . . .

The only purely English nouns that form plurals not ending in *s* are the following :

man, men	foot, feet
woman, women	tooth, teeth
child, children	ox, oxen
brother, brethren or brothers	goose, geese
die, dice or dies	louse, lice
penny, pence or pennies	mouse, mice

Some nouns have the same form for both singular and plural ; as,

deer, deer	swine, swine	species, species
sheep, sheep	trout, trout	series, series

Some nouns are used only in the plural ; as,

annals	measles	scissors
ashes	nippers	tidings
billiards	obsequies	tongs
clothes	pliers	tweezers
goods	riches	virtuals

Most compound nouns add the sign of the plural to the principal word ; as,

court-martial, courts-martial	handful, handfuls
father-in-law, fathers-in-law	spoonful, spoonfuls
hanger-on, hangers-on	mouthful, mouthfuls

### EXERCISE 1.

*Copy the following sentences, changing every noun and pronoun to the plural.*

1. An important crisis in a military engagement is the time which most severely tries the ability of a general.
2. An amanuensis, in order to write correctly, should have a clear understanding of the words he writes.
3. That lady desires to purchase a piano for her child.
4. This boy has lost the key to his box.
5. He met his enemy.

6. She bought a handkerchief and a scarf.
7. He spent a day in exploring the valley.
8. A vessel of his was wrecked by a tornado.
9. I have made a memorandum of this matter.
10. My friend was deeply interested in studying this curious phenomenon.
11. The attorney is an Englishman.
12. They issued a new series of bonds.
13. He insured the cargo.
14. He jumped for his life.
15. The hero of this story performs a wonderful feat.

### Gender.

*Gender* is a classification of nouns into *masculine*, *feminine* and *neuter*, according as they denote beings of the male sex, beings of the female sex, or objects without sex.

There are three ways in which the gender of nouns is shown—(1) by endings, (2) by qualifying words or prefixes, (3) by words used exclusively for males or females.

#### 1. By Endings.

Masculine.	Feminine.	Masculine.	Feminine.
baron,	baroness	abbott,	abbess
count,	countess	actor,	actress
deacon,	deaconess	adventurer,	adventuress
giant,	giantess	benefactor,	benefactress
god,	goddess	duke,	duchess
heir,	heiress	emperor,	empress
host,	hostess	governor,	governess
Jew,	Jewess	instructor,	instructress
lion,	lioness	marquis,	marchioness
patron,	patroness	master,	mistress
poet,	poetess	murderer,	murderess
priest,	priestess	negro,	negress
prince,	princess	protector,	protectress
prophet,	prophetess	tiger,	tigress
shepherd,	shepherdess	traitor,	traitress

administrator,	administratrix	czar,	czarina
director,	directrix*	hero,	heroine
executor,	executrix	bridegroom,	bride
testator,	testatrix	widower,	widow
Albert,	Alberta	Henry,	Henrietta
Augustus,	Augusta	Jesse,	Jessie
Cecil,	Cecilia	John,	Jane
Charles,	Charlotte	Joseph,	Josephine
Cornelius,	Cornelia	Julius,	Julia
Francis,	Frances	Louis,	Louisa

## 2. By Qualifying Words or Prefixes.

Masculine.	Feminine.	Masculine.	Feminine.
grandfather,	grandmother	man servant,	maid servant
landlord,	landlady	he bear,	she bear
schoolboy,	schoolgirl	male elephant,	female elephant

## 3. By Words used Exclusively for Males or Females.

Masculine.	Feminine.	Masculine.	Feminine.
bachelor,	maid	husband,	wife
bean,	belle	king,	queen
boy,	girl	lad,	lass
brother,	sister	lord,	lady
bull,	cow	monk,	nun
drake,	duck	nephew,	niece
earl,	countess	sir,	madam
father,	mother	son,	daughter
gander,	goose	uncle,	aunt
horse,	mare	wizard,	witch

## Case.

*Case* is the relation which a noun bears to other words in the sentence.

There are three cases—the *nominative*, the *possessive* and the *objective*.

The *nominative* case is the relation of the subject of a sentence ; as, *The merchant dictated a letter.*

The *possessive* case is the relation of possession or ownership ; as, *a boy's suit, boys' suits.*

\* or directress.

The *objective* case is the relation of the object of a verb or a preposition ; as, *I gave the book to John.*

The nominative and objective of nouns are always alike in form, and can only be distinguished by their place before or after the verb, or by the sense of the context.

The possessive case of nouns is formed, in the singular number, by adding *an apostrophe (')* and the letter *s* to the nominative, and in the plural, when the nominative ends in *s*, by adding *an apostrophe only*; as, *the lady's glove, ladies' gloves.*

In forming the possessive of proper names consisting of more than one word, and of two or more names used to denote joint ownership, the sign of the possessive is annexed to the last word ; as, *Smith, Jones & Co.'s Store*; *James Russell Lowell's poems*; *Funk and Wagnalls's dictionary.*

When separate ownership is to be indicated, the possessive sign is added to each name; as, *Webster's and Worcester's dictionaries.*

On account of the customary elision of the final *s* of the possessive, for euphony's sake, in a few such expressions as "*for goodness' sake*," "*for conscience' sake*," etc., writers are sometimes in doubt as to which is the correct form for the possessive singular of nouns ending with the sound of *s*—that is, whether we should write "*Mr. Jones' house*" or "*Mr. Jones's house.*" The regular form is the correct one, as the following examples (quoted from several of the leading authorities on grammar) will show.

James Otis's letters  
General Gates's command  
General Knox's appointment  
Governor Meigs's promptness  
Mr. Williams's oration  
the witness's deposition  
Harris's Hermes  
Bates's Sermons

Phillips's Poems  
Prince's Bay  
Fox's Journal  
King James's edict  
a justice's warrant  
Sphinx's riddle  
Dickens's works  
Barnes's Notes

The elision is permissible in some instances, where an awkward pronunciation is avoided (although the *s*, when written, need not be sounded in all cases), but these instances are exceptions, and not the rule.

### EXERCISE 2.

*Copy the following sentences, using the apostrophe where necessary.*

1. The dealers stock of boys shoes is too limited to supply all his customers demands.
2. The firms books are kept in the safe.
3. The laborers said that what they demanded was a fair days pay for a fair days work.
4. He gave the firms agent a thirty days note for the total amount of his purchases, and gave him directions as to the shipment of the goods.
5. The authors manuscript did not meet with the publishers approval.
6. A merchants stock of goods should be selected to suit his customers tastes.
7. Appleton & Cos publications are used in many schools.
8. The secretarys opinion was quite contrary to that of the directors.
9. It was clearly the agents duty to report the occurrence and await his principals decision.
10. Peoples tastes differ so much that it is a waste of anyones time and efforts for him to try to please all.
11. He said that he had lost many a nights sleep in worrying about his partners extravagance.
12. He has had several years experience in such work.
13. He desires to have the goods forwarded without a moments delay.
14. Within a few blocks distance are many lawyers offices.
15. They doubted the witnesss statement.

## ADJECTIVES.

**Definition.** An *adjective* is a word used to limit or qualify a noun.

**Classes.** Adjectives may be divided into six special classes, or two general classes.

The special classes are (1) *common* adjectives, or quality words, (2) *participial* adjectives, (3) *articles*, (4) *numeral* adjectives, (5) *pronominal* adjectives, and (6) *proper* adjectives.

The first two classes comprise the general class called *qualifying* adjectives, and the remaining four classes form the general class called *limiting* adjectives.

1. *Common adjectives* are words used to express some quality of the noun or pronoun to which they belong ; as,

big, little	hot, cold	black
bright, dark	large, small	white
broad, narrow	long, short	red
coarse, fine	new, old	blue
fresh, stale	public, private	yellow
full, empty	quick, slow	orange
gay, sad	rich, poor	green
glad, sorry	right, wrong	purple
good, bad	rough, smooth	brown
hard, soft	round, square	gray
heavy, light	strong, weak	
high, low	sweet, sour	
thick, thin		

2. *Participial adjectives* are those which have the form of participles, but are used without an idea of time ; as, *a pleasing anecdote, a standing army, a rousing cheer, a broiling sun, a learned man, a cultivated mind.*

3. The *articles* are the words *the, an* and *a*, which are placed before nouns to limit their meaning ; as, *the city, the* —



*ocean, an army, an empire, a book, a pen.* The is called the *definite* article, while *an* or *a* is the *indefinite* article; *an* is used when the word following begins with a *vowel sound*, and *a* is used before nouns beginning with a consonant sound.

4. *Numeral adjectives* are those which express numbers. They are of three kinds—*cardinal, ordinal, and multiplicative*.

The *cardinal* numerals are those that denote how many; as, *one, two, three, four, five, six, seven, eight, nine, ten*, etc.

The *ordinal* numerals are those that denote which one of a series; as, *first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth*, etc.

The *multiplicatives* show the number of parts of which a whole is composed; as, *single, double, triple, quadruple*, (or, *twofold, threefold, fourfold*), etc.

5. *Pronominal adjectives* are those that partake of the nature of pronouns, being sometimes used to represent nouns understood; as, *This book is yours; that book is mine. Much (work) remains to be done.*

6. *Proper adjectives* are those formed from proper names; as, *American goods, Italian opera, English ships, Swiss scenery, Grecian architecture, Roman history, Christian religion, Shakespearian drama, Julian calendar.*

Adjectives have but one modification—namely, *comparison*.

### Comparison.

*Comparison* is the inflection of adjectives to express different degrees in quality.

There are three *degrees of comparison*—the *positive*, the *comparative* and the *superlative*.

The **positive degree** is that which is expressed by the adjective in its simple form ; as, *a bright light—a hard substance. The street is narrow.*

The **comparative degree** is that form of an adjective which expresses *more* or *less* of the quality as possessed by one thing compared with another ; as, *This book is smaller than that. It is colder to-day than it was yesterday.*

The **superlative degree** is that form of an adjective which expresses the *highest* or *lowest* degree of a quality ; as, *brightest, best, shortest.*

Those adjectives which express qualities or attributes that do not admit of different degrees, cannot be compared ; as, *four, each, eternal.*

Most adjectives of more than one syllable do not change their form, but are compared by using *more* or *less*, *most* or *least* before them ; as, *more industrious, less harmful, most beneficial, least useful.*

The following adjectives are irregularly compared :

good, better, best	much, more, most
bad, worse, worst	many, more, most
little, less, least	

### The Use of Adjectives.

**Rule 1.** Adjectives that express **quantity** must be used only with nouns in the singular, and those that express **number** must be used only with nouns in the plural.

Quantity.	Number.	Quantity.	Number.
much	many	least	fewest
little	few	this	these
less	fewer	that	those

**Rule 2.** When two or more adjectives relate to a noun denoting one and the same object, the article is used before the first only ; but if two or more objects are intended, the article must be repeated.

**Rule 3.** The comparative degree is used when one object is compared with another; the superlative degree, when one is compared with several others.

**Rule 4.** Do not make use of double comparatives. Say "politer" or "more polite," but not "more politer," etc.

### EXERCISE 3.

*Copy the following sentences, correcting errors.*

1. These sort of mistakes are very common.
2. The rich and poor have a common interest.
3. Jane is the wittier of the three, not the wiser.
4. A more worthier man you cannot find.
5. He had not much provisions left for his army.
6. The man wore a large and dark and a faded cloak.
7. Those set of books was a valuable present.
8. "This is the most unkindest cut of all."
9. That building must be either a church or school.
10. Which of that group of men is the taller?
11. Those sort of dealings are unjust.
12. The first and second book are difficult.
13. Charles formed expensive habits and by those means became poor.
14. A red and a white flag was displayed from the tower.
15. I don't like these kind of pencils.
16. Nothing is more lovelier than virtue.
17. A man, woman and child were riding in the car.
18. Not less than twenty dictionaries of the English language had been published before that time.
19. Those sort of favors did real injury.
20. The Atlantic ocean separates the eastern and western continent.

### PRONOUNS.

**Definition.** A *pronoun* is a word used instead of a noun.

**Classes.** Pronouns are divided into three classes—*personal*, *relative* and *interrogative*.

1. A *personal* pronoun is one that shows by its form whether it is of the *first*, the *second*, or the *third* person.

There are five *simple* personal pronouns, as follows: *I* (plural *we*) of the first person; *thou*\* (plural *you*) of the second person; *he, she* and *it* (plural *they*) of the third person.

There are five *compound* personal pronouns: *Myself* (plural *ourselves*) of the first person; *thyself* or *yourself* (plural *yourselves*) of the second person; *himself, herself* and *itself* (plural *themselves*) of the third person.

2. A *relative* pronoun is one that represents an antecedent word or phrase, and connects different clauses of a sentence.

The *simple* relative pronouns are *who, which, what* and *that*.

*Who* is used with reference to persons only; *which* refers to animals and inanimate things; *what*, to things only; while *that* may refer to persons, animals or things.

The relative pronoun *what* is equivalent to "that which."

The *compound* relative pronouns are *whoever* or *whosoever, whichever* or *whichever*, and *whatever* or *whatsoever*.

3. An *interrogative* pronoun is one with which a question is asked.

The interrogative pronouns are *who, which* and *what*.

### Modifications.

Pronouns have the same modifications as nouns; namely, *person, number, gender* and *case*.

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\*The plural form *you* is used instead of the singular *thou*, except in the "solemn" style and in poetry.

**Declension of Pronouns.**

The declension of a pronoun is the regular arrangement of its numbers and cases.

***I*, the Pronoun of the First Person.**

Singular.	Plural.
<i>Nom.</i> — <i>I</i> . . . . .	<i>Nom.</i> — <i>we</i>
<i>Pos.</i> — <i>my</i> , or <i>mine</i> . . . .	<i>Pos.</i> — <i>our</i> , or <i>ours</i>
<i>Obj.</i> — <i>me</i> . . . . .	<i>Obj.</i> — <i>us</i>

***Thou*, the Pronoun of the Second Person.**

Singular.	Plural.
<i>Nom.</i> — <i>thou</i> . . . . .	<i>Nom.</i> — <i>you</i>
<i>Pos.</i> — <i>thy</i> , or <i>thine</i> . . . .	<i>Pos.</i> — <i>your</i> , or <i>yours</i>
<i>Obj.</i> — <i>thee</i> . . . . .	<i>Obj.</i> — <i>you</i>

***He*, the Pronoun of the Third Person, Masculine Gender.**

Singular.	Plural.
<i>Nom.</i> — <i>he</i> . . . . .	<i>Nom.</i> — <i>they</i>
<i>Pos.</i> — <i>his</i> . . . . .	<i>Pos.</i> — <i>their</i> , or <i>theirs</i>
<i>Obj.</i> — <i>him</i> . . . . .	<i>Obj.</i> — <i>them</i>

***She*, the Pronoun of the Third Person, Feminine Gender.**

Singular.	Plural.
<i>Nom.</i> — <i>she</i> . . . . .	<i>Nom.</i> — <i>they</i>
<i>Pos.</i> — <i>her</i> , or <i>hers</i> . . . .	<i>Pos.</i> — <i>their</i> , or <i>theirs</i>
<i>Obj.</i> — <i>her</i> . . . . .	<i>Obj.</i> — <i>them</i>

***It*, the Pronoun of the Third Person, Neuter Gender.**

Singular.	Plural.
<i>Nom.</i> — <i>it</i> . . . . .	<i>Nom.</i> — <i>they</i>
<i>Pos.</i> — <i>its</i> . . . . .	<i>Pos.</i> — <i>their</i> , or <i>theirs</i>
<i>Obj.</i> — <i>it</i> . . . . .	<i>Obj.</i> — <i>them</i>

**The Relative Pronoun *Who*.**

Singular.	Plural.
<i>Nom.</i> — <i>who</i> . . . . .	<i>Nom.</i> — <i>who</i>
<i>Pos.</i> — <i>whose</i> . . . . .	<i>Pos.</i> — <i>whose</i>
<i>Obj.</i> — <i>whom</i> . . . . .	<i>Obj.</i> — <i>whom</i>

*Whose* is sometimes used as the possessive of *which*, but *what* and *that* have no possessive and are therefore indeclinable.

**The Use of Pronouns.**

*Rule 1.* A pronoun agrees in person, number and gender with the word that it represents.

*Rule 2.* The verb *to be* takes the same case after it as before it.

**EXERCISE 4.**

*Copy the following sentences, correcting errors.*

1. Let each esteem others better than themselves.
2. No one can be blamed for taking due care of their health.
3. Every one is the best judge of their own conscience.
4. What boy among you can foretell their future career?
5. Each contributed what they could.
6. If any one has not received a copy of this report, I shall be glad to supply them with it.
7. Every member of the class should do their own work by themselves, without depending on others.
8. It could not have been her.
9. Whom do you think it is?
10. These are the persons who he thought to be true to his interests.
11. Was it him who came last?
12. Yes, it was him.
13. Can you tell whom that man is?
14. It is them, you say, who deserved most blame.
15. It might have been him, but there is no proof of it.
16. I am certain it was not him.
17. It was him and me that were chosen.
18. I would get the same if I were him.
19. Who do you suppose it to be?
20. I little thought it had been him.

*Rule 3.* The object of a transitive verb or a preposition is in the objective case.

*Rule 4.* The subject of a finite verb is in the nominative case.

participle are not formed by adding *d* or *ed* to the infinitive ; as, *go*, *went*, *gone*—*have*, *had*, *had*—*be*, *was*, *been*.

### Modifications.

Verbs have four modifications—*mode*, *tense*, *person* and *number*.

**Mode** is the form used to indicate the manner in which the action, being or state expressed by a verb is stated or conceived, whether as actual, doubtful or commanded.

The English modes proper are the *infinitive*, the *indicative*, the *subjunctive* and the *imperative*. Certain verb-phrases are also called modes, as those formed by *may*, *might*, *can*, *could* (potential) *should*, *would* (conditional) *must*, *ought* (obligative).

The *infinitive* is that form of a verb that expresses, without regard to person or number, the action or condition asserted by the verb ; as, *to love*.

The *indicative* mode is that form of the verb which simply indicates or declares ; as, I *write*, you *know*—or asks a question ; as, *Do you know ?*

The *subjunctive* mode represents the action or condition as doubtful or contingent. (“*Be* and *were* are almost the only surviving English subjunctive forms.”) “If I *were* in your place,” etc.—“whether it *be* admitted or not,” etc.

The *imperative* mode is that form of the verb which expresses command, entreaty or exhortation ; as, *Do not go*. *Forgive me*. *Be still*.

**Tense** is the modification of the verb that denotes the time of the action, being or state.

The *present* tense denotes a present action ; as, I *write*.

The *past* tense denotes a past action ; as, I *wrote*.

The *future* tense denotes a future action ; as, I *shall write*.

The *present perfect* tense denotes an action completed at the present time ; as, I *have written*.

The *past perfect* tense denotes an action completed at some past time ; as, I *had written*.

The *future perfect* tense denotes an action completed at some future time ; as, I *shall have written*.

The *person* and *number* of a verb are those modifications in which it agrees with its subject.

The *conjugation* of a verb is a regular arrangement of its modes, tenses, persons, numbers and participles.

An *auxiliary* is a verb prefixed to one of the principal parts of another verb, to express some particular mode and time of the action, being or state. The auxiliaries are *do*, *be*, *have*, *shall*, *will*, *may*, *can* and *must*, with their variations.

### Conjugation

*of the regular intransitive verb*

#### WALK.

##### Principal Parts.

Present.	Past.	Present Participle.	Past Participle.
Walk	Walked	Walking	Walked

##### Infinitive Mode.

<i>Present.</i> To walk.	<i>Past.</i> To have walked.
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##### Indicative Mode.

##### Present Tense.

Singular.	Plural.
1. I walk.	1. We walk.
2. Thou walkest.	2. You walk.
3. He walks.	3. They walk.



*Past Tense.*

## Singular.

1. I walked.
2. Thou walkedst.
3. He walked.

## Plural.

1. We walked.
2. You walked.
3. They walked.

*Future Tense.*

## Singular.

1. I shall walk.
2. Thou wilt walk.
3. He will walk.

## Plural.

1. We shall walk.
2. You will walk.
3. They will walk.

*Present Perfect Tense.*

## Singular.

1. I have walked.
2. Thou hast walked.
3. He has walked.

## Plural.

1. We have walked.
2. You have walked.
3. They have walked.

*Past Perfect Tense.*

## Singular.

1. I had walked.
2. Thou hadst walked.
3. He had walked.

## Plural.

1. We had walked.
2. You had walked.
3. They had walked.

*Future Perfect Tense.*

## Singular.

1. I shall have walked.
2. Thou wilt have walked.
3. He will have walked.

## Plural.

1. We shall have walked.
2. You will have walked.
3. They will have walked.

*Subjunctive Mode.**Present Tense.*

## Singular.

1. If I walk.
2. If thou walk.
3. If he walk.

## Plural.

1. If we walk.
2. If you walk.
3. If they walk.

*Past Tense.*

Singular.

1. If I walked.
2. If thou walked.
3. If he walked.

Plural.

1. If we walked.
2. If you walked.
3. If they walked.

*Imperative Mode.**Present Tense.*

Singular.

2. Walk (thou)

Plural.

2. Walk (ye or you)

*Participles.**Present, Walking.**Past, Walked.**Past Perfect, Having walked.***List of the Principal Irregular Verbs.**

Present.	Past.	Past Participle.
arise	arose	arisen
awake	awoke	awoke
be	was	been
bear	bore	borne or born
beat	beat	beaten
begin	began	begun
bend	bent	bent
bet	bet	bet
bid	bid or bade	bidden or bid
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
build	built	built
burn	burned or burnt	burned or burnt

# LIST OF LANGUAGE LESSONS

Part Principle

got  
gave  
went  
ground  
grew  
hanged or hung  
had

gone  
ground  
grown  
hanged or hung  
had

burst  
bought  
cast  
caught  
chosen  
clung  
come  
cost  
crept  
cut  
dealt  
dug  
done  
drawn  
drunk or drank  
driven  
eaten  
fallen  
fed  
felt  
fought  
found  
fled  
frozen  
flown  
forborne  
forsaken  
gotten or got  
given  
gone  
ground  
grown  
hanged or hung  
had

Present.	Past.	Past Participle.
hear	heard	heard
hew	hewed	hewed or hewn
hide	hid	hidden or hid
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit or lighted	lit or lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mow	mowed	mowed or mown
pay	paid	paid
put	put	put
quit	quitted or quit	quitted or quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent

Present.	Past.	Past Participle.
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk or drank
drive	drove	driven
eat	ate or eat	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fling	flung	flung
freeze	froze	frozen
fly	flew	flown
forbear	forbore	forborne
forsake	forsook	forsaken
get	got	gotten or got
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hanged or hung	hanged or hung
have	had	had

Present.	Past.	Past Participle.
hear	heard	heard
hew	hewed	hewed or hewn
hide	hid	hidden or hid
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit or lighted	lit or lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mow	mowed	mowed or mown
pay	paid	paid
put	put	put
quit	quitted or quit	quitted or quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent

Present.	Past.	Past Participle.
set	set	set
shake	shook	shaken
shed	shed	shed
shine	shone	shone
shoe	shod	shod
shoot	shot	shot
show	showed	shown
shut	shut	shut
shrink	shrank or shrunk	shrunk or shrunk
sing	sang or sung	sung
sink	sank or sunk	sunk
sit	sat	sat
slay	slew	slain
sleep	slept	slept
slide	slid	slidden or slid
sling	slung	slung
slink	slunk	slunk
smite	smote	smitten or smit
sow	sowed	sown
speak	spoke	spoken
spend	spent	spent
spin	spun	spun
spit	spit	spit
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stride	strode	stridden or strid
strike	struck	struck or stricken
string	strung	strung
strive	strove	striven
sweep	swept	swept

Present.	Past.	Past Participle.
swear	swore	sworn
swell	swelled	swelled or swollen
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden or trod
wear	wore	worn
weave	wove	woven
weep	wept	wept
wet	wet or wetted	wet or wetted
win	won	won
wind	wound	wound
work	worked or wrought	worked or wrought
wring	wrung	wrung
write	wrote	written

### The Use of Verbs.

#### EXERCISE 7.

*Change these sentences so that they will refer to past time.*

1. What becomes of all the old papers you have here?
2. He does his work or leaves it, just as he chooses.
3. He deals with several New York firms who give him greater discounts.
4. We never draw upon our customers without giving them notice.
5. He drives very fast and always gets home on time.
6. The birds fly away when they hear the report of the gun.



7. It makes me feel sorry when I see such things done.
8. He forsakes his friends and forgets their kindness to him.
9. While they sleep, the river rises and overflows its banks.
10. We sometimes keep them waiting when they arrive too soon.
11. I shall always seek to please my customers as well as I know how.
12. He will write the letter for you if you ask him.
13. We shall be at home all the evening unless he sends for us.
14. We will send the goods if we can get them in time.
15. I will begin the work after he has gone.

*Rule 1.* A verb agrees with its subject in person and number.

### EXERCISE 8.

*Copy the following sentences, correcting errors.*

1. A shipment of fine grapes have arrived and are to be sold to-day.
2. According to the terms of the will, the homestead, together with all the household furniture, are to be hers.
3. Not one of them ever stop to think of this.
4. Neither of us have given the correct answer.
5. Every effort to interest him in mining enterprises have proved failures.
6. Every one of you need to think for themselves.
7. Each of these dwellings are in good locations.
8. A committee were appointed to examine the accounts.
9. You was very kind to him, he said.
10. Anger and impatience is always unreasonable.
11. What does all my exertions avail?

12. The present condition of the crops indicate that there will be a light harvest.
13. A variety of pleasing objects charm the eye.
14. There was no memoranda kept of the sales.
15. Idleness and ignorance brings sorrow.

### EXERCISE 9.

*Copy the following sentences, correcting errors.*

1. What have become of our friends?
2. What signifies fair words without good deeds?
3. Six months' interest are due.
4. Every book and every paper were found in their place.
5. Her kind and amiable disposition endear her to all.
6. Neither of the patients are much better.
7. There was no data given.
8. The derivation of these words are uncertain.
9. The trend of the Rocky mountains are toward the south.
10. Have a sufficient quantity of oats been given to the horse?
11. Between grammar and logic there exists many close relations.
12. The number of inhabitants amount to a million.
13. A strong argument and not a loud voice bring conviction.
14. The train of our ideas are often interrupted.
15. The product of the silver mines of Mexico and Peru far exceed those of Europe and Asia.

*Rule 2.* Two or more singular subjects connected by *and* require a verb in the plural.

*Rule 3.* Two or more singular subjects connected by *or* or *nor* require a verb in the singular.

*Rule 4.* Several singular subjects preceded by *each*, *every*, *no* or *not* are to be taken separately and require a verb in the singular.

*Rule 5.* A verb having two or more subjects of different numbers connected by *or* or *nor* agrees with the one nearest to it and is understood with the rest.

*Rule 6.* A collective noun takes a verb in the singular when the idea of *unity* is prominent, that is, when it is spoken of as a *group*.

*Rule 7.* A collective noun takes a verb in the plural when the assertion relates to the *individual* actions of the separate members of the group.

### EXERCISE 10.

*Copy the following sentences, correcting errors.*

1. The time and the place for the conference was agreed upon.
2. Promptness and accuracy is necessary in business.
3. Prosperity and adversity is sent to us for wise purposes.
4. Industry, energy and good sense is essential to success.
5. Time and tide waits for no man.
6. Fidelity and truth is the foundation of all justice.
7. A word or an epithet paint a whole scene.
8. Neither the secretary nor the president were to be blamed.
9. One or the other have made a mistake.
10. Neither good nor evil come of themselves.
11. Either you or I are in the way.
12. Either the young man or his guardian have acted improperly.
13. Every green leaf and every blade of grass seem grateful.

14. Every city, town and village were depopulated.
15. Every book and every paper were found in their place.
16. One or more of the boys is in the garden.
17. The club meet on Friday.
18. Congress have adjourned.
19. The assembly thus convened were numerous.
20. The trial is over and the jury have rendered a verdict of guilty.

### EXERCISE 11.

*Copy the following sentences, correcting errors.*

(In this exercise observe carefully the relations of tenses, and the proper forms of irregular verbs.)

1. He has not spoke to-day.
2. I meant to have written to you last Friday.
3. Those boys were drove out of the fort three times.
4. If I were in his position I would not have gone.
5. The past has now began to renew its ancient existence.
6. Did you expect to have heard so powerful a speech?
7. He was throwed overboard, but he swum ashore.
8. We have done no more than it was our duty to have done.
9. We did as we are told.
10. After the teacher had rang the bell the class sung a brief song.
11. Can you learn me how this garment ought to be sown?
12. They may have come yesterday if they had desired.
13. He flew with his family to America.
14. I will pay him what I have promised him when the contract was made.
15. He says to me yesterday that he knowed the horse was all right, as he had gotten him shod the day before.

**Shall and Will.**

Richard Grant White explains the use of *will* and *shall* as follows :

*Will* in the first person expresses a wish and an intention, or a promise ; as, "I will go," that is, I mean to go, or I promise to go. *Will* is never to be used as a question with the first person ; as, "Will I go?" A man cannot ask if he wills to do anything. That he must know and only he knows.

*Will* in the second person declares or foretells ; as, "You will go with him." Hence it is used with courteous authority as a command, because it foretells something that must happen. A superior officer says to a subordinate, "You will report yourself," etc. As a question, *will* in the second person asks the intention of the person addressed ; as, "Will you go to-morrow?" that is, Do you mean to go to-morrow?

*Will* in the third person also declares or foretells ; as, "He will come," that is, He is coming, and may be looked for. As a question, *will* in the third person asks what is to be the future action of the person spoken of, with a necessary reference to intention ; as, "Will he go?" that is, Is he going? Does he mean to go, and is his going sure? In the third person, *will* has of course no mandatory force.

*Shall* in the first person simply declares or foretells, without any reference to wish ; but when it announces personal action, it of course may accompany intention ; as, "I shall go," that is, I am going, I am to depart hence. Used as a question in the first person, it is a simple inquiry as to the future ; as, "Shall I find him?" that is, May I expect to find him? or it asks direction ; as, "Shall I go?" that is, Decide for me as to my going.

*Shall* in the second person and in the third declares authoritatively, and therefore promises, commands, or threatens; as, "You shall be paid," "Thou shalt not steal," "They shall suffer,"—which need no paraphrase.

*Would* and *should* conform to the usage of *will* and *shall*, *would* referring to an exercise of will, and *should* implying contingent, dependent action, or obligation.

### Lie and Lay, Rise and Raise, Sit and Set.

The verbs lie and lay, sit and set, rise and raise are often confounded. We *lie* down, *sit* on a chair, and *rise* from our seat. We *lay* down the pencil, *set* the pitcher down, and *raise* the window.

Intransitive.	Transitive.
lie, lay, lain	lay, laid, laid
rise, rose, risen	raise, raised, raised
sit, sat, sat	set, set, set

### EXERCISE 12.

*Copy the following sentences, correcting errors.*

1. I will freeze if I do not move about.
2. You shall feel better soon, I think.
3. You will have it if I can get it for you.
4. He will have it if he shall take the trouble to ask for it.
5. He will not do it if I can prevent him.
6. "I will drown, nobody shall help me!"
7. You shall disappoint your father if you do not return.
8. I do not think I will like the change.
9. If he would not lend you the book, shall you be angry with him?
10. When will we three meet again?
11. This we will have occasion to see illustrated hereafter.
12. She would be punished for her misdeeds.
13. Shall you go, if I would go with you?

14. We were all setting round the fire.
15. He sat the chair in the corner.
16. I have set in this position a long time.
17. Lie that stick on the table and let it lay.
18. He said the money had laid idle a long time when it should have been at interest.
19. After laying a while, he raised up.
20. He laid down to take a nap, but rose again after he had laid there a few minutes.

### ADVERBS.

**Definition.** An *adverb* is a word used to modify a verb, an adjective or another adverb.

**Classes.** There are four general classes of adverbs; namely, adverbs of *time*, of *place*, of *degree*, and of *manner*.

1. Adverbs of *time* are those which answer (or ask) the question *When?*

#### *Of time present.*

to-day	at present	now	immediately
yet	at once	presently	instantly

#### *Of time past.*

yesterday	hitherto	lately	ago	already
recently	of late	heretofore	formerly	since

#### *Of future time.*

to-morrow	henceforth	by-and-by	soon	hereafter
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#### *Of relative time.*

then	when	late	before
before	while	after	early

#### *Of time repeated.*

again	daily	yearly	thrice
frequently	weekly	once	often
seldom	monthly	twice	rarely
	occasionally	sometimes	

*Of absolute time.*

always	eternally	perpetually
continually	ever	never

*Of the order of time.*

first	secondly	thirdly	fourthly, etc.
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2. Adverbs of *place* are those which answer (or ask) the question *Where?*

*Of place in which.*

where	anywhere	everywhere	yonder
here	elsewhere	whereabouts	about
there	nowhere	above	around
somewhere	wherever	below	within

*Of place from which.*

out	away	whence	thence	hence
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*Of place to which.*

in	up	down	back	forth
inwards	upwards	downwards	backwards	forwards
	whither	hither	thither	

*Of the order of place.*

firstly	secondly	thirdly
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3. Adverbs of *degree* are those which answer the question *How much* or *How little?*

*Of abundance and excess.*

much	besides	chiefly	fully
greatly	all	mainly	exceedingly
too	quite	generally	completely
very	clear	entirely	perfectly
far	principally	full	totally
	wholly		altogether

*Of deficiency.*

little	hardly	merely	nearly
scarcely	barely	only	almost
	but	partly	partially



*Of equality.*

enough      sufficiently      equally      so      as      even

*Of quantity.*

somewhat      how      however      howsoever      everso

4. Adverbs of *manner* are those which answer the question *How?* Also, those which show how a subject is regarded—by affirming, denying, or doubting.

*Of quality.*

well      ill      speedily      shamefully      justly      foolishly  
(and very many others, derived from adjectives of quality by adding *ly*.)

*Of affirmation.*

yes                      indeed                      truly                      verily  
yea                      surely                      certainly                      doubtless  
undoubtedly

*Of negation.*

no                      nay                      not                      nowise

*Of doubt.*

perhaps                      possibly                      perchance                      maybe

*Of mode.*

thus                      however                      otherwise                      necessarily  
so                      howsoever                      across                      asunder  
how                      like                      together                      namely  
somehow                      else                      apart                      particularly

*Of cause.*

why                      wherefore                      therefore

**Modifications.**

Adverbs have no modifications, except that a few are compared after the manner of adjectives :

Positive.	Comparative.	Superlative.
often	oftener	oftenest
soon	sooner	soonest
long	longer	longest

The following are irregularly compared :

Positive.	Comparative.	Superlative.
well	better	best
ill or badly	worse	worst
little	less	least
much	more	most
forth	further	furthest
far	farther	farthest

### The Use of Adverbs.

*Rule 1.* Adverbs must not be used for adjectives, nor adjectives for adverbs.

### EXERCISE 13.

*Copy the following sentences, correcting errors.*

1. The marble feels coldly.
2. The poor child still coughs considerable.
3. She looks nicely.
4. I never saw it rain so heavy before.
5. It was sold cheaply.
6. He behaved very bad.
7. It appears still more plainly.
8. The bird sings sweet.
9. That sounds harshly.
10. He spoke the piece clear and distinct.
11. This exercise is very easily done.
12. A very smart child may learn more rapid than is desirable.
13. The apple tastes sweetly.
14. John writes pretty.
15. The velvet feels smoothly.

### EXERCISE 14.

*Copy the following sentences, correcting errors.*

1. She is exceeding fair.
2. She behaved unkindly than I expected.
3. These flowers smell very sweetly and look beautifully

4. He is a man of remarkable clear intellect.
5. His arguments were exceeding clear.
6. I may have injured his feelings, but if so I did it unintentional.
7. He does his work correct and rapid.
8. She can do that easy.
9. The horse was hurt very bad.
10. They dispose of a vast bulk of business in that establishment every day, and everything is done quiet and rapid.
11. These electric lamps do light the room up brilliant, but the glare is much annoying to the eyes.
12. Be careful of that package, and handle it gentle, for it contains glass.
13. We scarce knew what to do, he went away so sudden and without leaving us any instruction.
14. He has not had great experience, and he acts very foolish sometimes.
15. Many persons would act more wise then they do, if they were not so hasty.

*Rule 2.* Place adverbs where there can be no doubt as to what they are intended to modify, and where they will sound best.

*Rule 3.* Never use two negatives in the same expression unless you wish to affirm, for one contradicts the other.

### EXEROISE 15.

*Copy the following sentences, correcting errors.*

1. We always should prefer our duty to our pleasure.
2. They seemed to be nearly dressed alike.
3. I have not had no dinner.
4. The heavenly bodies are in motion perpetually.
5. The colon may be properly applied in the following cases.

6. I will not take that course by no means.
7. I only bring forward a few questions.
8. We merely speak of numbers.
9. I didn't say nothing.
10. The Chinese chiefly live upon rice.
11. We always should do our duty.
12. No other emperor was so wise nor powerful.
13. The times have changed surely.
14. The work will be never finished.
15. I shall never do so no more.
16. He must have certainly been sick.
17. He will not be present this evening, I don't believe.
18. I only spoke three words on that subject.
19. I cannot give you no more money.
20. He didn't know hardly whether to get mad or not.

### PREPOSITIONS.

**Definition.** A *preposition* is a word used to show the relation of its object to some other word.

The prepositions in most common use are the following :

about	beneath	of	to
above	besides	notwithstanding	till
across	between	off	toward
after	beyond	on	towards
against	by	out	under
along	concerning	over	until
amid	down	past	unto
among	during	regarding	up
around	except	respecting	upon
at	for	round	with
before	from	since	within
behind	in	through	without
below	into	throughout	

## List of Words followed by Appropriate Prepositions.

Abandoned <i>to</i>	add <i>to</i>
abatement <i>of</i>	addicted <i>to</i> (a vice)
abhorrent <i>to, from</i>	address <i>to</i>
abhorrence <i>of</i>	adhere <i>to</i>
abide <i>in, at, with, by</i>	adjacent <i>to</i>
abominable <i>to</i>	adjourn <i>to</i>
abound <i>in, with</i>	adjudge <i>to</i>
abridge <i>from</i>	adjust <i>to</i>
abridgment <i>of</i>	admonish <i>of</i>
absent <i>from</i>	admission <i>to</i> (access), <i>into</i> (entrance)
abstain <i>from</i>	advantage <i>over</i> (an adver- sary), <i>of</i> (benefits)
abut <i>on, upon</i>	advise <i>of, to</i>
accede <i>to</i>	advocate <i>for</i>
acceptable <i>to</i>	affection <i>for</i>
access <i>to</i>	affinity <i>to, with, between</i>
accommodate <i>to</i> , (what we cannot help), <i>with</i> (what is desired)	agree <i>with</i> (a person), <i>to</i> (what is proposed), <i>upon</i> (something determined)
accord <i>with</i>	agreeable <i>to</i>
accordance <i>with</i>	alienate <i>from</i>
accountable <i>to</i> (a person), <i>for</i> (a thing)	allude <i>to</i>
accuse <i>of</i>	alter <i>to</i>
acquaint <i>with</i>	alteration <i>in</i>
acquiesce <i>in</i>	amenable <i>to</i>
acquit <i>of</i>	analogous <i>to</i>
adapted <i>to</i>	

analogy <i>to, between</i>	Banish <i>from</i> (one place), <i>to</i> (another)
angry <i>with</i> (a person), <i>at</i> (a thing)	bare <i>of</i>
annex <i>to</i>	based <i>on, upon</i>
animadvert <i>on, upon</i>	beguile <i>of, with</i> (the means)
answer <i>for, to</i>	believe, belief <i>in, on</i>
antecedent <i>to</i>	bereave <i>of</i>
antipathy <i>to</i>	bestow <i>on, upon</i>
anxious <i>about, for</i>	betray <i>to</i> (a person), <i>into</i> (a thing)
apologize <i>for</i>	blame <i>for</i>
appeal <i>to</i>	blush <i>at</i>
apply, applicable <i>to</i>	boast, brag <i>of</i>
apprehensive <i>of</i>	border <i>on, upon</i>
appropriate <i>to</i>	
approve <i>of</i>	Call <i>on, upon, or for</i> (a person), <i>at</i> (a house), <i>for</i> (something)
argue <i>with, against</i>	capable <i>of</i>
array <i>with, in</i>	capacity <i>for</i>
arrive <i>at</i>	careless, careful <i>of, in,</i> <i>about</i>
ask <i>of</i> (a person), <i>for</i> (what is wanted)	carp <i>at</i>
aspire <i>to</i>	catch <i>at</i>
assent <i>to</i>	caution <i>against</i>
assimilate <i>to</i>	certify <i>to</i>
associate <i>with</i>	change <i>for, to, into</i>
assure <i>of</i>	charge <i>on or against</i> (a person), <i>with</i> (a thing)
atone <i>for</i>	clear <i>of</i>
attach <i>to</i>	coalesce <i>with</i>
attain <i>to</i>	
attend, attentive <i>to</i>	
averse, aversion <i>to, from</i>	

coincide <i>with</i>	consent <i>to</i>
commune <i>with</i>	consign <i>to</i>
commute (a punishment) <i>to</i> , <i>for</i>	consonant <i>with</i>
commit <i>to</i>	consistent <i>with</i>
communication <i>to</i> , <i>with</i>	contend <i>with</i> , <i>against</i>
compare <i>to</i> (to liken unto), <i>with</i> (to view in connec- tion with)	contest <i>with</i>
compelled <i>to</i>	contiguous <i>to</i>
comply, compliance <i>with</i>	contrast <i>with</i>
composed <i>of</i>	contrary <i>to</i>
concede <i>to</i>	contradistinction <i>to</i>
conceive <i>of</i>	conversant <i>with</i> (persons), <i>in</i> (things)—( <i>about</i> and <i>among</i> are inelegant)
concur <i>with</i> (a person), <i>in</i> (a measure), <i>to</i> (an effect)	convert <i>to</i> , <i>into</i>
condemned <i>for</i> (a crime), <i>to</i> (a punishment)	convict <i>of</i>
condescend <i>to</i>	convince <i>of</i>
conduce <i>to</i>	copy <i>after</i> (actions), <i>from</i> (things)
confer <i>on</i> , <i>upon</i> , <i>with</i>	correspond <i>with</i> (consis- tent), <i>to</i> (fulfilling)
confide <i>in</i>	correspondence <i>with</i> , <i>to</i>
confirmed <i>in</i> (a habit)	cured <i>of</i>
conform, conformable <i>to</i> , <i>with</i>	Deal <i>in</i> , <i>by</i> , <i>with</i>
congenial <i>to</i> , <i>with</i>	debar <i>from</i> , <i>of</i>
congratulate <i>on</i> , <i>upon</i>	decide <i>on</i> , <i>upon</i>
consecrate <i>to</i>	defend (others) <i>from</i> , (our- selves) <i>against</i>
consist <i>of</i> (composed of), <i>in</i> (comprised in), <i>with</i> (to agree)	deficient <i>in</i>
	defraud <i>of</i>
	demand <i>of</i>

denounce <i>against</i> (a person)	disagree <i>with, to</i> (something proposed)
depend, dependent <i>on, upon</i>	disabled <i>from</i>
deprive <i>of</i>	disgusted <i>at</i>
derived <i>from</i>	disappointed <i>of</i> (what I failed to get), <i>in</i> (something obtained)
derogate <i>from</i>	disapprove <i>of</i>
derogatory <i>to</i>	discourage <i>from</i>
derogation <i>from, to</i>	discouragement <i>to</i>
descend <i>from</i>	disengaged <i>from</i>
desirous <i>of</i>	disgusted <i>at, with</i>
desist <i>from</i>	dislike <i>to</i>
despair <i>of</i>	dismissal <i>from</i>
despoil <i>of</i>	disparagement <i>to</i>
destined <i>to</i>	dispose <i>of</i>
destitute <i>of</i>	disposed <i>to</i> (inclined), <i>for</i>
detach <i>from</i>	dispossess <i>of</i>
detract <i>from</i>	disqualify <i>for, from</i>
deviate <i>from</i>	dispute <i>with</i>
devolve <i>on, upon</i>	dissatisfied <i>with</i>
devote <i>to</i>	dissent <i>from</i>
dictate <i>to</i>	distinct, in distinction <i>from</i>
die <i>of</i> (a disease), <i>by</i> (an instrument or by violence), <i>for</i> (another)	distinguish <i>from, between</i>
differ <i>with</i> (a person), <i>in</i> (opinion)	distrustful <i>of</i>
differ, different <i>from</i>	divested <i>of</i>
difficulty <i>in</i>	divide <i>between</i> (two), <i>among</i> (more than two)
diminish <i>from</i>	dote <i>on</i>
diminution <i>of</i>	doubt <i>of, about</i>
disagreeable <i>to</i>	dwell <i>in, at, on</i>



Eager *in, for, after*  
 embark *in, for*  
 embellish *with*  
 emerge *from*  
 employ *in, on, upon,*  
     *about*  
 enamored *of, with*  
 encounter *with*  
 encouragement *to*  
 encroach *on, upon*  
 endeared *to*  
 endeavor *after* (a thing)  
 endowed, endued *with*  
 engaged *in* (work), *with,*  
     *for* (a time)  
 enjoin *on, upon*  
 enter, entrance *on, upon*  
     *into*  
 envious *of, at*  
 equal *to, with*  
 equivalent *to*  
 estimated *at*  
 estrange *from*  
 exception *from, to,*  
     *against*  
 exclude, exclusion *from*  
 exclusive *of*  
 expelled *from*  
 expert *in, at*  
 extracted *from*  
 expressive *of*

Fall *under* (notice, disgrace, etc.,) *from, into,*  
     *upon, to* (what is done  
     eagerly)  
 familiar *to* (me), (I am  
     familiar) *with*  
 fawn *on, upon*  
 feed *on, upon*  
 fight *with, against, for*  
 filled *with*  
 followed *by*  
 fond *of, fondness for*  
 foreign *from, to*  
 formed *from* (another  
     word)  
 founded *upon, on, in*  
 free *from*  
 friendly *to, towards*  
 frightened *at*  
 frown *at, upon*  
 fruitful *in*  
 full *of*

Glad *of, at*—(applied some-  
     times to what concerns  
     another)  
 glance *at, upon*  
 glow *with*  
 grapple *with*  
 grateful *to* (a person), *for*  
     (a favor)

grieve *at, for*  
guard *against*

Hanker *after*  
happen *to, on*  
healed *of*  
hinder *from*  
hiss *at*  
hold *on, of, in*

Immersed *in*,  
impatient *at, for, of*  
impenetrable *to, by*  
impervious *to*  
impose *on, upon*  
inaccessible *to*  
incorporate *with, into*  
inconsistent *with*  
incentive *to*  
inculcate *on, upon*  
independent *of*  
indulge *with* (occasionally), *in* (habitually)  
indulgent *to*  
influence *over, on, with*  
inform *of, about, concerning*  
initiate *into, in*  
inoculate *with*  
inquire *of, after, for, into*

inroad *into*  
insensible *to, of*  
inseparable *from*  
insinuate *into*  
insist *on, upon*  
inspection *into*, (prying)  
*over*. (superintendence)  
instruct *in*  
intent *on, upon*  
interfere, intermeddle *with*  
intermediate *between*  
intervene *between*  
introduce *into* (a place),  
*to* (a person),  
intrude *on, upon, into*  
(something enclosed)  
inured *to*  
invested *with, in*

Jealous *of*  
join *with, to*

Knock *at, on*  
known, unknown *to*

Laden *with*  
land *at*  
lean *on, upon, against*  
level *with*  
liberal *to, of*  
liken *to*

listen *to*

live *in, on, at, with,*  
*upon*

long *for, after*

look *on* (in order to see),  
*for* (in order to find),  
*after* (to follow with  
the eye)

Made *of*

marry *to*

meddle *with*

mediate *between*

meditate *on, upon*

martyr *for, to*

militate *against*

mingle *with*

minister *to*

mistrustful *of*

mix *with*

Necessary *to, for*

need *of*

neglectful *of*

negotiate *with*

Obedient *to*

object *to, against*

observant, observation *of*

obtrude *on, upon*

offend *against*

occasion *of* (an event)

*for* (an action)

offensive *to*

omitted *from*

operate *on, upon*

opposition *to*

overwhelmed *with, by*

Part *from, with*

partake *of*

participate *in*

partial *to*

partiality *to, for*

patient *in, with, of*

pay *for, to, with*

peculiar *to*

penetrate *into*

persevere *in*

pertinent *to*

pitch *upon, on*

pleasant *to*

pleased *with*

plunge *into*

possessed *of*

prefer *to, over, before,*  
*above*

preferable *to*

prefix *to*

prejudice *against*

prejudicial *to*

preserve *from*

preside <i>over</i>	Reckon <i>on, upon, with</i>
press <i>on, upon</i>	recline <i>on, upon</i>
presume <i>on, upon</i>	reconcile <i>to</i> (friendship), <i>with</i> (consistency)
present (things) <i>to</i> (a person)	recover <i>from</i>
pretend <i>to</i>	reduce <i>to, under</i> (sub- jection)
prevail <i>on, upon, with</i> (to persuade), <i>over</i> or <i>against</i> (to overcome)	reflect <i>on, upon</i>
prevent <i>from</i>	refrain <i>from</i>
prey <i>on, upon</i>	regard, to have regard <i>for</i> , to pay regard <i>to</i> , <i>in</i> or <i>with</i> regard <i>to</i>
prior <i>to</i>	release, relieve <i>from</i>
productive <i>of</i>	rejoice <i>at, in</i>
profit <i>by</i>	relation <i>to</i>
profitable <i>to</i>	relish <i>of, for</i>
prone <i>to</i>	rely <i>on, upon</i>
pronounce <i>against</i> (a person), <i>on</i> (a thing)	remark <i>on, upon</i>
protect (others) <i>from</i> , (ourselves) <i>against</i>	remit <i>to</i>
protest <i>against</i>	remove <i>from</i>
proud <i>of</i>	repent <i>of</i>
provide <i>with, for</i> , <i>against</i>	replete <i>with</i>
purge <i>of, from</i>	reproached <i>for</i>
pursuant <i>to</i>	resemblance <i>to, between</i>
pursuance <i>of</i>	resolve <i>on, upon</i>
Quarrel <i>with</i>	rest <i>in, at, on, upon</i>
quarter <i>on, upon</i> , <i>among</i>	respect <i>to, in</i> or <i>with</i> respect <i>to</i>
questioned <i>on, upon, by</i>	restore <i>to</i>
	restrain <i>from</i>
	retire <i>from</i>

return *to*  
 rise *above*  
 rich, poor *in*  
 rid *of*  
 rob *of*  
 rove *about, over*  
 rub *against*  
 rule *over*

Satiate, saturate *with* .  
 satisfied *with*  
 save *from*  
 seek *for, after*  
 share *in, of, with*  
     (another)  
 send *to, for*  
 sick *of*  
 significant *of*  
 similar *to*  
 sink *into, in, beneath*  
 sit *upon, on, in*  
 skillful *in* (before a noun),  
     *at* (before a participle)  
 smile *at, on, upon*  
 snap, snatch, sneer *at*  
 solicitude *about, for*  
 sorry *for*  
 stay *in, at, with*  
 stick *to, by*  
 strip *of*  
 strive *with, against*

subject *to*  
 submit, submissive *to*  
 subside *into*  
 substitute *for*  
 subtract *from*  
 suitable *to, for*  
 surprised *at*  
 suspected *of, by*  
 swerve *from*  
 sympathize *with*

Taste *of* (something enjoyed), taste (desire or capacity) *for*  
 tax *with* (something done), *for* (something in view)  
 tend *to, towards*  
 thankful *for, about*  
 time *to*  
 touch *at, on, upon*  
 transmit *to*  
 troublesome *to*  
 true *to*  
 trust *in, to*

Unite *with*, unite (something) *to*  
 unison *with*  
 useful *for, to*

Variation <i>in</i> (a plan)	weary <i>of</i>
value <i>upon, on</i>	weep <i>at, for</i>
vest <i>in</i> (a person), <i>with</i> ,	witness <i>of</i>
<i>in</i> (a thing)	worthy, unworthy <i>of</i>
void <i>of</i>	Yearn <i>for, towards</i>
Wait <i>on, upon, for, at</i>	yield <i>to</i>
want <i>of</i>	yoke <i>with, to</i>

### The Use of Prepositions.

*Rule 1.* Care should be taken to select the right prepositions.

### EXERCISE 16.

*Copy the following sentences, correcting errors.*

1. I am engaged with my work.
2. I left my book to home.
3. Come in the house.
4. They insist on it that you are wrong.
5. My friend has a strong prejudice to the candidate.
6. With what are you so intent?
7. With what are you so absorbed?
8. We should profit from the experience of others.
9. This book is different to that.
10. He lives at New York.
11. He divided his fortune to his four sons.
12. He put a barrel of flour in his wagon.
13. I was followed with a crowd.
14. I have need for a vacation.
15. He was accused with felony.
16. She was angry at her brother.
17. He boards in the hotel.
18. He was hard to work.
19. I agree with that plan.
20. The evening was spent by reading.

*Rule 2.* Phrases should be placed as near as possible to the words which they modify.

*Rule 3.* Do not use prepositions needlessly or omit them when they are needed.

### EXERCISE 17.

*Copy the following sentences, correcting errors.*

1. A man was killed with black hair.
2. I saw a boy digging a well with a wooden leg.
3. The house was beautifully painted with a cupola.
4. A house was built by a carpenter with projecting eaves.
5. A fine view is presented from the fourth story of the Delaware river.
6. A man was walking down the street, followed by a little dog, sporting a green necktie and patent leather boots.
7. I went at about noon.
8. Where have you been to?
9. At what wharf does the boat stop at?
10. It was the length of your finger.
11. I was prevented going.
12. Where are you going to?
13. They live near to the station.
14. What use is it?
15. Where at is my hat at?

### CONJUNCTIONS.

*Definition.* A *conjunction* is a word used to connect words, phrases, or clauses.

The principal conjunctions are the following :

and	either	neither	then
although	even	nor	that
as	except	notwithstanding	than
because	for	or	though
both	if	since	unless
but	lest	so	whether

yet

**The Use of Conjunctions.**

*Rule 1.* Care should be taken to employ a conjunction fitted to express the connection intended.

*Rule 2.* In a pair of correlative conjunctions, the antecedent and the consequent should correspond.

*Though* requires *yet*.

*Whether* requires *or*.

*Either* requires *or*.

*Neither* requires *nor*.

*Both* requires *and*.

*As* requires *as*.

*So* requires *as* or *that*.

**EXERCISE 18.**

*Copy the following sentences, correcting errors.*

1. As far as I am able to judge, the book is well written
2. It is no more but his due.
3. No one gave his opinion as modestly as he.
4. It is neither cold or hot.
5. I do not doubt but he has merit.
6. Neither despise the poor or envy the rich.
7. Though he slay me, so will I trust him.
8. We explained something more besides this.
9. He was as angry as he could not speak.
10. I cannot understand how the horse got away, without somebody untied him.
11. He or I must go.
12. This report is the same with that which I heard.
13. Neither he or she can attend.
14. The reason that he left so early was so as that he could catch his train.
15. The man could neither read or write.



**INTERJECTIONS.**

**Definition.** An *interjection* is a word used to express sudden emotion, excitement, or feeling.

The principal interjections are the following :

1. *Exultation*, Hurrah !
2. *Satisfaction*, Ah !
3. *Sorrow*, Alas ! Oh !
4. *Pain*, Oh ! Ouch !
5. *Earnestness*, O !
6. *Surprise*, Ha ! Strange ! Really ! What !
7. *Contempt*, Pshaw ! Poh !
8. *Aversion*, Fie ! Off ! Begone !
9. *Calling aloud*, Ho ! Hallo !
10. *Salutation*, Hail ! Welcome !
11. *Calling attention*, See ! Look ! Hark ! Lo ! Behold !
12. *Warning to silence*, Hush ! Hist !
13. *Stopping*, Whoa ! Halt !
14. *Incredulity*, Ahem !

Very many other words and phrases, when abruptly uttered to express emotion, become interjections, and the exclamation point is placed after them to indicate their nature.

**Miscellaneous Exercises.****EXERCISE 19.**

*Correct the errors in the following sentences.*

1. This exercise is very easily done.
2. How many square feet is there in a room 20 feet long by 16 feet wide ?
3. The marble feels coldly.
4. The goods were sold cheaply.
5. Did you see the man and dog which passed this way ?
6. I think I will return home next week.

7. Who are you looking for?
8. I expected to have been at home when you called.
9. It was him and me that was chosen to go.
10. He not only had ought but must succeed.
11. I never seen it rain so heavy before.
12. He might come even now.
13. He had ought to be punished for that he has done,  
but I don't doubt but what he will get off.
14. Who did you say you met with this a. m.?
15. Who should I meet the other day but he.
16. My father allowed my brother and I to go with him.
17. I do not know who to send.
18. Let's you and I go to see the game.
19. Velvet feels smoothly.
20. I haven't had no dinner already.

### EXERCISE 20.

*Correct the errors in the following sentences.*

1. The ebb and flow of the tides were explained by Newton.
2. He not only ought but must succeed.
3. We do not care about you praising we poor fellows.
4. He has little more of the scholar than of the name.
5. He dare not act otherwise than he does.
6. I shall take care that no one shall suffer no injury.
7. The ant and the bee sets a good example before dronish boys.
8. I understood him the best of all others who spoke on the subject.
9. The two are here compared with one another.
10. They told me of him having failed.
11. He has already and will continue to receive many honors.
12. He would not be persuaded but I was greatly in fault.
13. A talent of this kind would prove the likeliest of any other to succeed.

14. That is either a man or a woman's voice.
15. Flatterers flatter as long and no longer than they have expectations of gain.
16. Nobody is so sanguine to hope for it.
17. He would not go without his brother could be his comrade.
18. We did no more but what we ought to.
19. He showed me two kinds, but I did not buy any of them.
20. Sincerity is as valuable and even more so than knowledge.

### EXERCISE 21.

*Correct the errors in the following sentences.*

1. He was not hurt any.
2. These goods are no wheres near what they are cracked up to be.
3. I intended to have finished the work before you came.
4. I will freeze if it grows a good deal colder.
5. He will not escape if I can prevent him.
6. I am determined that he will not have the book.
7. You shall be late if you will not hurry.
8. I will be obliged to you if you would attend to it.
9. I expect it must have rained pretty heavy last night, for the creek has overflowed.
10. That is a question easier asked than answered.
11. He was that tired he had to give up.
12. The goods arrived in New York upon Saturday, but from mistake they were delivered to the wrong place.
13. Gold is both obtained in California and Australia.
14. No one could inform us if he had been there or not.
15. I am surprised how you could have done it.
16. These sorts of mistakes is very often made.

17. Not less than twenty-five books upon this subject has been published in the past year.
18. A red and a white flag was the only one they seen.
19. The first and second volume is the most interesting.
20. These two books are both alike.

### EXERCISE 22.

*Correct the errors in the following sentences.*

1. James and me were invited to dinner.
2. They invited James and I to dinner.
3. Mr. Jones directed Henry and I to remain in the office.
4. Us fellows are going on an excursion.
5. His father and him have gone in business together.
6. Who did you see at the office?
7. The balance of the party went on without my brother and I.
8. Them and us got here at the same time.
9. It was him as sent for you.
10. It wasn't me, it was him.
11. These sort of expressions should be avoided.
12. Which of these two papers are yours
13. Was you here last week?
14. Apples is very scarce this year.
15. There was hardly any people to the station.
16. What's them there ropes for?
17. No two of them was alike.
18. If he had went down there alone, I guess he should of had better success.
19. It had laid on me desk for too or three days, but I have not spoke to anybody about it.
20. He must of run all the way, to have arrove there so quick.

**EXERCISE 23.**

*Correct the errors in the following sentences.*

1. Never discourage anyone when they are doing the best they can.
2. Listen how them boys swear.
3. I seen him at the station, but I'm most sure he couldn't have saw me.
4. I have often saw that 'ere man, but I hain't quite sure when I seed him last.
5. I will have that seed to to onct.
6. I could have saw him if I'd 'a' gone too his house, but I didn't have no time.
7. I haven't got no doubt of the writer being a scholar.
8. I don't doubt him being sincere.
9. We hauled five cord of wood and four ton of hay in nine hour.
10. Him and me are the same age.
11. It wasn't us what made the noise.
12. There is the same man who we saw awhile a go.
13. He joined a crowd who was going down the street.
14. I hadn't no idea but what he told the truth.
15. Directly she comes, I'm going to go.
16. Read slow and distinct.
17. These kind of people won't never be satisfied.
18. The room is fifteen foot square ; I measured it with a two-feet rule.
19. The farmer changed five barrel of potatoes for fifty pound of sugar.
20. Remove this ashes and put away that tongs.

**EXERCISE 24.**

*Correct errors and improve the following sentences.*

1. "James, jest see that these covers is well shook to git the dust off n 'em 'fore you put 'em 'way agin."
2. "You hadn't ought 've gave him them cards after I'd spoke fur 'em fust."

3. He drew a draft on his banker and hand it to me.
4. He done it right after he come in to-day noon.
5. They got in a terrible discussion in politics just after they had rose from the table.
6. Having rose quite soon that morning, he begun his work early after 5 o'clock A. M.
7. I admire the looks of that rose ; it looks finely.
8. Neither he or I are mistaken.
9. We hain't got no occasion for his services.
10. If you was more carefuller you should have less errors into your work.
11. Mostly all people use fuel.
12. The coral islands are most abundantly in the tropical Pacific ocean.
13. He was a man which no one could convince.
14. My friends eldest son is now stopping at his fathers aunts house.
15. He attended his employers sisters funeral.
16. Charless brothers wife accompanied him to the theatre.
17. Between you and I, I seen him when he done it.
18. Who did he refer to, he or I ?
19. Did he choose you and I ?
20. I supposed it was him.

### EXERCISE 25.

*Correct errors and improve the following sentences.*

1. I can't hardly believe that he done it.
2. That child will not lay still or set still a minute.
3. He expected to have gained more by the bargain.
4. Goods of these kind would prove the likeliest of any others to sell well.
5. Such expression sounds harshly.
6. It being difficult did not deter him.
7. Whom did you say it was ?
8. Ask somebody's else opinion.
9. Every one must look out for themselves.

10. He has less papers to read then us.
11. What for will I give it to him?
12. I ain't very fond of these kind of pictures.
13. Those sort of accidents are getting to be more universal every year.
14. Have either of you a knife to lend me?
15. Will I direct the letter for you?
16. There was not more than a dozen present.
17. Each of them offered their assistance.
18. Many of our earliest settlers was bankrupt tradesman.
19. The prisoner plead innocent from his crime.
20. He has wrote us that he agrees with our proposition.

### EXERCISE 26.

*Correct errors and improve the following sentences.*

(The sentences in this exercise and the two following were actually written by students. Be careful to express the same thought, but in correct language.)

1. I am positive about it.
2. He did dodge the missile threw at him.
3. Switzerland has many picturesque scenery.
4. Sulphur is a part which forms friction matches.
5. The extract of vanilla was the flavor of the ice cream.
6. The girl was very busy doing her work.
7. Have you been to the party last evening?
8. The clerk was busy counting in the books.
9. The ballot was closed.
10. Banana's grows in the West Indies mostly.
11. They commit the burglary at 2 o'clock A. M. in the morning.
12. The firemen use a ladder in a fire.
13. Men when they wash wagons or a carriage they use a sponge.
14. Was you up to the mountains this summer?
15. The sounds of the melodeon was very sweet.
16. The lettuce was bitter on account of it not being picked before it had went to seed.

17. Radishes is a vegetable easily growed.
18. Some of the trees of California are giant in size.
19. They enumerated the loss sustained by the firm by fire.
20. Alcohol has a very stimulus power.

### EXERCISE 27.

*Correct errors and improve the following sentences.*

1. Could you tell me what o'clock you are going to-morrow.
2. Smith and Jones went partners for to sell hardware.
3. There is an exception to all rules.
4. The girl had to efface several times before she got her drawing correctly.
5. He did not reached his destination till the eight of the month.
6. I cant never get the right answers to them sums.
7. I expect to see Julius Cæsar to the Academy Wednesday eve.
8. Parse the same clause over again.
9. Are you home already?
10. He was down the cellar.
11. It is a large distance between New York and California.
12. They where together alway's.
13. This ink is no good.
14. We must exercise our writing a great deal if we want to become a good penman.
15. The rigging of the ship was hoisted when the wind was in its favor.
16. He signed his signature on the agreement.
17. He let on to be an expert, but he was not much account.
18. He had a telegraph sent to him.
19. The ceiling was fresco beautiful.
20. How far a distance one can travel by rail in a day!



**EXERCISE 28.**

*Correct errors and improve the following sentences.*

1. One item was forgot to be put in the bill.
2. John has got a real good appetite.
3. They rendered the verdict guilty.
4. Some battles they are more soldiers wounded than others.
5. The room was decorated lovely.
6. The carpenter has completed the work yesterday, and it is all entirely done.
7. He learnt me how to do these kind of sums.
8. It has been shook so much that it is most wore out.
9. It is astonishing what a mass of work he accomplishes in a day.
10. We conversed together about the matter until he returned back to his office.
11. No one else but him could have done the work so well.
12. He had an aversion of studying.
13. He has got a silken handkerchief.
14. The general was killed while having his back turned.
15. The horses drink from the trough or either the bucket when thirsty.
16. I heard some fine music at a friend of mine the other evening.
17. Oak is used in furniture and etc.
18. Her mother was forbidding her not to be rude.
19. Ninth and Green is a railway depot.
20. Peaches are plenty this year.

## MISSING WORD EXERCISES.

### PRACTICAL ANALYSIS.

#### EXERCISE 29.

*Copy the following, supplying a noun (one word) for each blank.*

A cultivated——will find sources of inexhaustible——in all that surrounds it; in the——of nature, the——of art, the——of poetry, the——of history, the——of mankind, past and present, and their——in the future. It is possible, indeed, to become indifferent to all this, and that, too, without having exhausted a thousandth part of it; but only when one has had from the beginning no moral or human interest in these——, and has sought in them only the gratification of——.

#### EXERCISE 30.

*Copy the following, supplying a pronoun for each blank.*

Life is a great gift, and as——reach years of discretion——most of us naturally ask————should be the main object of——existence. Even those——do not accept “the greatest good of the greatest number” as an absolute rule, will yet admit that——should all endeavor to contribute as far as——may to the happiness of——fellow-creatures. There are many, however, ——seem to doubt whether——is right that——should try to be happy——. ——own happiness ought not, of course, to be——main object, nor indeed will——ever be secured if selfishly sought. ——may have many pleasures in life, but must not let——have rule over——, or——will soon hand——over to sorrow.

**EXERCISE 31.**

*Copy the following, supplying an adjective (one word) for each blank. (Do not use the, an or a.)*

During—the ages there has been one—and—page of  
—wisdom unrolled before the eye of man. That—page  
may be read in—part, man's—world turns him before it.  
—motion apparently changes the eternally—stars into a  
—panorama, but it is only so in appearance. The sky is a  
—, immovable dial-plate of “—clock whose pendulum  
ticks ages instead of seconds,” and whose time is eternity.  
The moon moves among the—figures, traversing the dial  
quickly, like a second-hand, once a month. The sun, like a  
minute-hand, goes over the dial once a year. —planets  
stand for hour-hands, moving over the dial in—periods  
reaching up to one hundred and sixty-four years, while the  
earth, like a ship of exploration, sails the—azure, bearing  
the observers to—points where they may investigate  
the—problems of this—machinery.

**EXERCISE 32.**

*Copy the following, supplying a verb for each blank.*

The Hindoos—a theory that after death animals—  
again in a different form; those that — —well in a higher,  
those that — —ill in a lower grade. To realize this—,  
they—, a powerful incentive to a virtuous life. But  
whether it—true of a future life or not, it—certainly true  
of our present existence. If we—our best for a day, the  
next morning we—rise to a higher life; while if we—way  
to our passions and temptations, we—with equal certainty  
a step downward toward a lower nature.

**EXERCISE 33.**

*Copy the following, supplying a **preposition** (one word) for each blank.*

When I came down early—the morning the sun was rising opposite, shining—the room—a calm sea,—an avenue—light ; —degrees, as it rose, the whole sea was gilt—light, and the hill bathed—a violet mist. —breakfast-time all color had faded—the sea. It was like silver passing—each side—gray. The sky was blue, flecked—fleecy clouds ; while,—the gentler slopes—the coast opposite, fields and woods, and quarries and lines —stratification begin to show themselves, though the cliffs are still—shadow, and the more distant headlands still a mere succession—ghosts, each one fainter than the one before it. As the morning advances the sea becomes blue, the dark woods, green meadows, and golden cornfields—the opposite coast more distinct, and the details—the cliffs come gradually—view, and fishing-boats—dark sails begin to appear.

**EXERCISE 34.**

*Copy the following, supplying for each blank a connective word (a **conjunction**, a **conjunctive adverb**, or a **relative pronoun**.)*

Truth is to speech—the compass is to the mariner,—  
—, without the latter, the navigator would do better not to leave the harbor, —without truth no one should launch forth into conversation. Ignorant—enslaved nations are prone to lie,—truth—sincerity are the virtues of noble —free nations. A Persian proverb says—“Without courage there can be no truth, —without truth no virtue.”  
—,in order—you may be invariably truthful, this habit

must take its rise from principle, that is, from religion. —you are truthful—you are persuaded—God is truth itself,— —it is His will—we should follow truth at all risks,—you will be truthful under any circumstances,—no fear—promise,—threat—temptation, will lead you to stray from the path of integrity.

### EXERCISE 35.

*Copy the following, supplying one word for each blank.*

Nowhere—nature do—find chance. Every event—governed—fixed laws. If—would accomplish—result—perform—experiment,—must come—exact harmony—the universal system. If—deviate—the line—law—a hair's breadth,—fail. —laws—been—operation since—earliest beginnings—the development—our world ;—all—discoveries of science prove—to extend—the most distant star—space. —law—nature—no force—itself ; it—but—manner—which force—.

### EXERCISE 36.

*Copy the following, supplying one word for each blank.*

Agriculture—the parent—all industries ;—is—the cultivator—the soil—the mechanic,—manufacturer—the man—commerce draw—supplies ;—granary—the storehouse—which—households receive—daily food ;—his flocks—fields—wrought—fabrics—clothe—human race ; and—his domains—laid—foundations—support—pillars—government,—upon—are erected—institutions—encourage—arts, cultivate—sciences,—render—charities—life effective—improving, beautifying—benefiting—whole world.

**EXERCISE 37.**

*Copy the following, supplying one word for each blank.*

Children — adopt — sentiments of — elders, — soon learn — put — same value — their own powers — others —. — parent, — teacher, — employer, can — teach lessons — self-depreciation — may cling — life, and — ever prevent — development — powers — under — favorable auspices — have proved — blessing — the community; —, on — other —, by — encouragement and — commendation, — may nourish — a tiny germ — ability — talent — may one day — to be a — influence, a — power — the world.

**EXERCISE 38.**

*Copy the following, supplying one word for each blank.*

Although — perceive — world — means — the senses, it — in and — the forms — language — we comprehend —. We — also — into — general current — human thoughts — the agency — language; and — means — it — are enabled — remember — combine — ideas — an unlimited extent. Just — the symbols — numbers — algebra give — the power — calculating — most comprehensive — distant results, — the symbols — ideas — language enable — to combine — thoughts — work out — reasonings — an extent — wholly unattainable.

**EXERCISE 39.**

*Copy the following, supplying one word for each blank.*

Mix brains — your business — you wish — succeed. Throw — the windows — your mind — new ideas, — keep — least abreast — the times; — possible ahead —

them. Nothing—more fatal—self-advancement—servile imitation. In—days—intense competition,—you—achieve—high success you—think—yourself,—above—cultivate originality—versatility. The days—a man—get rich—plodding—, without enterprise—without taxing—brains, have gone—. Mere industry—economy—not enough;—must—intelligence—original thought.

#### EXERCISE 40.

*Copy the following, supplying one word for each blank.*

Grammar should—learned—the language inductively,—it should—learned. Popular maxims—sometimes mischievous—misleading. We—not “learn—do”—simply “doing,”—by conscious, intelligent—. Many—read much—do—write well,—many write much—do—write clearly—forcibly, because—have never acquired—habit—attending to—form—language. Thought will—always find—itself adequate expression. On—contrary, power—think—limited—power—express; to open—channels—thought—to increase—flow—thought.

#### EXERCISE 41.

*Copy the following, supplying one word for each blank.*

—study—synonyms—always—regarded—one—the—valuable—intellectual disciplines, independently—its great importance—a guide—the right practical—of words.—habit—thorough investigation—the meaning—words—of exact discrimination—the use of—is indispensable—precision—accuracy—

thought ; — it — surprising — soon — process — spontaneous and — mechanical — unconscious, — that — often finds himself — nice yet sound distinctions — particular words — he — not aware — he — ever made — subject — critical analysis.

### EXERCISE 42.

*Copy the following, supplying one word for each blank.*

Order — an excellent thing ; — saves time — nerves ; — favors despatch ; — aids success. In — office, — factory, — city — country, — out-door life — in — home — presence — invaluable. Yet, — all, — is but — means — an end. With — persons — seems — be — end — itself, — which — other things — be sacrificed. Not content — being orderly themselves, — insist — it — season — out — season — others ; — fret — scold — every slight deviation, — producing distress — annoyance — all concerned. Is — worth — price ?

### EXERCISE 43.

*Copy the following, supplying one word for each blank.*

Scolding — mostly — habit. — is not — meaning — it. — is often — result — nervousness — an irritable condition of — mind — body. — person — tired — annoyed — some trivial cause, — forthwith commences finding fault — everything — everybody — reach. Scolding — a habit very — formed. It — astonishing how — one — indulges — it at — becomes addicted — it — confirmed — it. Persons — once get — the way — scolding always — something to scold —. If — is nothing —, — fall a scolding — the mere absence — anything to scold —.



**EXERCISE 44.**

*Copy the following, supplying one word for each blank.*

It—the close observation—little things—is—secret  
—success—business,—art,—science, and—every  
pursuit—life. Human knowledge—but—accumula-  
tion—small facts, made—successive generations—men,  
—little bits—knowledge—experience carefully treas-  
ured—by—growing—length—a mighty pyramid.  
Though—of—facts—observations seemed—the first  
instance—have—slight significance,—are—found  
—have—eventual uses, and—fit—their proper  
places. Even—speculations seemingly remote, turn—to  
—the basis—results—most obviously practical.

**EXERCISE 45.**

*Copy the following, supplying one word for each blank.*

English speaking people—spread—over—world;  
—is—degree—latitude,—corner—the globe, but  
—witness—the glory—this race. They—great—  
science, rich—inventive—literature, deep—poetry,  
active—successful—commerce, manly—war, giants—  
sea. —social—political organization—lead—world.  
Must—wonder,—, that—English language has—  
developed—such—way—, taken—a whole, no—  
language—stand comparison—it? No other language  
combines—such—degree strength—simplicity, depth  
—perspicuousness, innate poetical vigor—practical  
efficacy.

**EXERCISE 46.**

*Copy the following, supplying one word for each blank.*

A leading firm—commercial circles—long struggled  
—bankruptcy. —it—enormous assets—California,

—expected remittances—a certain day;—if—sums promised arrived,—honor and—future prosperity would—preserved. —week—week elapsed—bringing—gold. At—came—fatal day—which—firm—bills maturing—enormous amounts. The steamer—telegraphed—daybreak;—it—found—inquiry that—brought—funds. —house failed. —next arrival—nearly half—million—the insolvents,—it—too late;—were ruined, because—agent,—remitting, had—behind time.

#### EXERCISE 47.

*Copy the following, supplying one word for each blank.*

It has—well said—“A thought—an embryo action; give—time,—it—mature—; entertain—, and—will return—and—, until—last nothing—a determined effort—the will—prevent—from acting—out.” Herein lies—real source—much—the wrong-doing—the world. Wrong thoughts—entertained—, unconsciously,—gain the power—escape—actions,—society—astounded—what seems to be—sudden loss—integrity. But—thought—led—the dishonest act had—entertained until—accumulated—overcame—resistance—a weakened will.

#### EXERCISE 48.

*Copy the following, supplying one word for each blank.*

Wisdom—the only—which—relieve us—the sway—the passions—the fear—danger,—which—teach us—bear—injuries—fortune itself—moderation,—which shows—all—ways—lead—tranquillity—peace.

Wealth— noble opportunities, — competence — a proper object—pursuit,—wealth,—even competence, —be bought—too high—price. Wealth—has—moral attribute. It—not money,—the love—money,—is—root—all evil. —is—relation—wealth—the mind—the character—its possessor—is—essential thing.

### EXERCISE 49.

*Copy the following, supplying one word for each blank.*

The things—are out—sight—transcendently greater than—which—seen. Only—child—a savage has —life bounded by—visible horizon,—the limit—the present moment. And—more should—things—the present existence—our thoughts. This world is—mere starting-point. Beyond—lies—eternity as certain—to-morrow,—glories—the highest human imagination dimly paints. We stand—the brink—a sublime future. It does not become—to live with—eyes closed—it. Steadily looked—, there—power enough even—the anticipation—fill—with rejoicing strength, peace untold, victory—.

### EXERCISE 50.

*Copy the following, supplying one word for each blank.*

Our countrymen—great pleasure from the—kingdom,—hunting, shooting,—fishing,—obtaining—air—exercise,—being led—much varied—beautiful—. —it—probably ere—be recognized—, even—a—selfish—of view, killing—is not the—to—the—enjoyment—them. How—more interesting—every walk—the country—, if man—but treat other—with kindness,—that—might approach—without fear,

— we might — the constant — of watching — winning ways. — origin — history, structure — habits, senses — intelligence, offer — endless — of interest — wonder.

### EXERCISE 51.

*Copy the following, supplying one word for each blank.*

Knowledge — power, — what — not increase human efficiency — not knowledge. — sphere of — man's activity is — necessity limited ; — efficiency — that sphere — depend — his power — anticipate every emergency likely — arise — it, upon — power — seize — employ — resources — his command, — upon — still — power — creating — in — hour — necessity. Forecast is power. — such forecast — the product — experience, of — own, — that — some — else. Every system — education — based — the assumption — the experience — others, — experience — those that — lived before —, can be made available — future guidance.

### EXERCISE 52.

*Copy the following, supplying one word for each blank.*

Without water — landscape — complete, — overhead — clouds — beauty to — heavens themselves. — spring — the rivulet, — brook, — river, and — lake, seem — give life — Nature, and — indeed regarded — our ancestors — living entities themselves. Water — beautiful — the morning mist, — the broad lake, — the glancing stream — the river pool, — the wide ocean, beautiful — all — varied moods. — nourishes vegetation ; — clothes — lowlands — green — the mountains — snow. — sculptures — rocks — excavates — valleys, in — cases acting mainly — the soft rain, — our harder rocks — still grooved — the ice-chisel — bygone ages.

**EXERCISE 53.**

*Copy the following, supplying one word for each blank.*

There—be economy—time—well as—spending money. Time, — fact, — money, — money's worth. Few reflect deeply—this truth. Young persons—particular throw away—vast deal—time—a way often worse — useless. Much — spend — silly gossip — acquaintances, much—frivolous amusement, much—perfect vacancy—thought. —many country towns—great amount — time—spent—lounging—doorways —in—street. —all—idle time, exclusive—what —be properly devoted—open-air exercises,—spent —the acquisition—some kind—useful knowledge, what —difference — would — in the lot — some young people.

**EXERCISE 54.**

*Copy the following, supplying one word for each blank.*

— first hour — morning — the equatorial regions possesses — charm and — beauty — can never — forgotten. — nature seems refreshed — strengthened — the coolness — moisture — the past night, new leaves — buds unfold — before — eye, — fresh shoots — often — observed — have — many inches — the preceding day. — temperature — the most delicious conceivable. — slight chill — early dawn, — was itself agreeable, — succeeded — an invigorating warmth ; — the intense sunshine — up — glorious vegetation — the tropics, — realizes — that — magic art — the painter — the glowing words — the poet — pictured — their ideals — terrestrial beauty.

**EXERCISE 55.**

*Copy the following, supplying one word for each blank.*

Eloquence, — every — art, rests — laws — most exact — determinate. — is — best speech — the — soul. — may well stand — the exponent — all that — grand — immortal — the mind. — it do not — become — instrument, — aspires to — somewhat — itself, — to glitter — show, — is false and weak. — its right exercise, — is — elastic, unexhausted power, expanding — the expansion — our interests — affections. Its great masters, — they valued — help to — attainment, — thought no pains — great — contributed in — manner — further it, — subordinated all means, never permitting — talent to appear — show.

**EXERCISE 56.**

*Copy the following, supplying one word for each blank.*

Be very careful — you — no reproachful, spiteful, — threatening words — any person. Good words — friends, bad words — enemies. It — great prudence — gain — many friends — we honestly can, especially when — may be done — so easy — rate as — good word ; — it — great folly — make an enemy — ill words, — are — no advantage — the party — uses them. When faults — committed — may, and — a superior — must, be reprov'd ; but let it — done without reproach — bitterness, otherwise — will lose — effect, and, instead — reforming — offense, — will exasperate — offender, — lay — reprover justly open — reproof.

**EXERCISE 57.**

*Copy the following, supplying one word for each blank.*

Printing—generally said—have—discovered—the  
fifteenth—;—so—was—all practical purposes. —  
in fact printing—known—before. —Romans used  
stamps;—the monuments—Assyrian kings—name—  
the reigning monarch—be found duly printed. —then  
—the difference? One little,—all-important step. —  
real inventor—printing—the man—whose mind flashed  
—fruitful idea—having separate stamps—each letter,  
—of—separate words. —slight seems—difference,  
and—for 3000 years—thought occurred to—one. —  
can tell—other discoveries,—simple and—as far-reach-  
ing,—at this very moment—our very eyes?

**EXERCISE 58.**

*Copy the following, supplying one word for each blank.*

Many people have—imperfect idea—what grammar  
—. —speak—the rules—the grammar—a lan-  
guage just—they would—the laws—rule—country  
where—language—spoken. —have—vague idea  
—somebody has fixed—grammatical laws, just—a  
Congress—a Parliament—other laws,—they look—  
grammar—a fixed, invariable code, from—none—  
depart under penalty—being taxed—ignorance—held  
—to ridicule. But rules—grammar—dictated—  
nobody, or—least—no particular body. Grammar—  
simply—objective science,—medicine, statistics—  
political economy. —has been treasured—by—long,  
unremitting observations—succeeding generations.

**EXERCISE 59.**

*Copy the following, supplying one word for each blank.*

—educational theorist discovered—time ago—it was  
 —waste—time—teach—alphabet—spelling—  
 children, and—time could—saved—teaching them—  
 read words—sight,—recognize—words themselves  
 —regard—their component—, the letters. Dr. Prime  
 relates—experience with—“well-educated” girl brought  
 —on this—, whom—wanted—employ—an amanu-  
 ensis. Although—was intelligent—had—knowledge  
 —literature,—could not—a word—had not seen,—  
 divide—word—its syllables, and—useless—an  
 amanuensis—for ordinary clerical—. —understand  
 language, one—understand words;—no one—under-  
 stand—without being taught—syllabic construction.

**EXERCISE 60.**

*Copy the following, supplying one word for each blank.*

Our life—surrounded with mystery,—very world—a  
 speck—boundless space;—not—the period—our own  
 individual—, but—of—whole human—is,—it  
 were,—a moment—the eternity—time. —cannot  
 imagine—origin,—foresee—conclusion. But—we  
 may—as—perceive—line—research—can give—  
 a clue—the solution,—another sense—may hold—  
 every addition—our knowledge—one small—toward  
 —great revelation. Progress—be more slow,—more  
 —. —may come—others—not—us. —will  
 —come—us if—do—strive—deserve it. —come  
 —surely will.



**EXERCISE 61.**

*Copy the following, supplying one word for each blank.*

—cannot expect—be happy—we—not lead pure  
—useful lives. To—good company—ourselves—  
must store—minds well; fill them—pure—peaceful  
thoughts;—pleasant memories—the past—reasonable  
hopes—the future. —must,—far—may be, protect  
ourselves—self-reproach,—care, and—anxiety. We  
shall—our lives pure—peaceful—resisting evil,—  
placing restraint—our appetites,—perhaps—more—  
strengthening—developing our tendencies—good. —  
must—careful, then,—what we allow—minds—dwell.  
—soul—dyed—its—thoughts;—cannot keep  
—minds pure—we allow—to—sullied—detailed  
accounts—crime—sin.

**EXERCISE 62.**

*Copy the following, supplying one word for each blank.*

What words—declare—immeasurable worth—books,  
—rhetoric—forth—importance—that great invention  
—diffused—over—whole—to gladden its myriads  
—minds? —invention—printing added—new ele-  
ment—power—the race. —that hour,—a most  
especial sense,—brain—not—arm,—thinker—not  
—soldier, books—not kings,—to rule—world;—  
weapons forged—the mind, keen-edged—brighter—the  
sunbeam,—to supplant—sword—the battle-axe. —  
conflicts—the world—not to—place altogether—the  
tented field;—ideas, leaping—a world's awakened intel-  
lect,—burning all—with indestructible life,—to be  
marshaled—principalities—powers.

**EXERCISE 63.**

*Copy the following, supplying one word for each blank.*

Children are—nature eager—information. —are  
—putting questions. This—to be encouraged. —  
fact,—may to—great extent trust—their instincts,—  
in—case—will do much—educate themselves. —  
often, however,—acquirement—knowledge—placed  
—them—a form—irksome—fatiguing—all desire  
—information—choked,—even crushed—; so—  
our schools, in—, become places—the discouragement  
—learning, and—produce—very opposite effect—  
that—which—aim. —short, children should—  
trained—observe and—think,—in that—there would  
—opened out—them—source—the purest enjoyment  
—leisure hours, and—wisest judgment—the work  
—life.

**EXERCISE 64.**

*Copy the following, supplying one word for each blank.*

Without doubt—is not very easy—learn—spell  
English. —why should it—easy? —is not easy—  
learn—do anything rightly—readily that—much  
worth—doing,—to get thoroughly—knowledge—is  
much worth—knowing. —learn—spell requires  
attention, observation, application, memory. —does—  
acquirement—any knowledge,—one—the advantages  
—early exercise—spelling is—discipline—gives—  
all—faculties just mentioned,—proper training of—,  
—not—mere knowledge attained,—education. Spell-  
ing—nothing—do—spoken words; —is—accom-  
paniment—condition—writing only. No writing,—  
spelling. —relation—spelling—speech—not only  
arbitrary—conventional,—entirely unessential.

**EXERCISE 65.**

*Copy the following, supplying one word for each blank.*

"Iliads without a Homer," some one—called,—a little exaggeration,—beautiful—anonymous ballad poetry—Spain. One may—permitted,—, to push—exaggeration a—further—the same direction,—to apply—same language—merely to a ballad—to a word. For poetry,—is passion—imagination embodying themselves—words, does—necessarily demand—combination—words for this;—this passion—imagination—single word may—the vehicle. —the sun—image itself alike—a tiny dewdrop—in—mighty ocean, and—do it, though—a different scale,—perfectly—the one—in—other,—the spirit—poetry can dwell—and glorify alike—word and—Iliad.

**EXERCISE 66.**

*Copy the following, supplying one word for each blank.*

It—not how—a man may know—is—so—importance—the end—purpose—which—knows it.—object—knowledge—be to mature wisdom—improve character,—render—better, happier and—useful;—benevolent,—energetic and—efficient—the pursuit—every high purpose—life. We—ourselves *be—do*,—not rest satisfied merely—reading—meditating—what—men—written—done. Our best light—be made life, and—best thought action. —humblest—least literate—train—sense—duty,—accustom—to—orderly—diligent life. Though talents—the gift—nature,—highest virtue—be acquired—men—the humblest abilities, through careful self-discipline.

**EXERCISE 67.**

*Copy the following, supplying one word for each blank.*

We—born—faculties—powers capable almost —  
anything ; such, —least, —would carry — farther —  
can—easily imagined ; —it—only—exercise—these  
powers—gives — ability—skill—anything,—leads  
—towards perfection. Practice makes—mind—it—,  
and most—those excellencies—are looked—as natural  
endowments—be found,—examined—more narrowly,  
—be—product — exercise,—to — raised — that  
pitch—by repeated actions.

Nature commonly lodges—treasures—jewels—rocky  
ground. —the matter—knotty,—the sense lies deep,  
—mind—stop—buckle—it—labor—thought—  
close contemplation,—not leave—until—has mastered  
—difficulty—got possession—truth.

**EXERCISE 68.**

*Copy the following, supplying one word for each blank.*

—constitution—the United States—the constitu-  
tions—the several States — accompanied — Bills—  
Rights, which — intended — declare — set forth —  
restrictions—the people—their sovereign capacity—  
imposed—their agents,—various governments estab-  
lished—these constitutions. —as—persons composing  
—different branches — these governments — chosen,  
directly — indirectly,—a majority — the people,—  
provisions—these Bills—Rights — really restrictions  
imposed — these majorities. — constitute — security  
—the individual members—society against—acts of

—majority. —great bulwark—the reserved rights  
protected—these restrictions—the judiciary department.  
—have—unquestioned power — declaring — act of  
—government,—any— its departments, — infringes  
any—these rights, to—utterly null—void.

### EXERCISE 69.

*Copy the following, supplying one word for each blank.*

There—in social science,—well—in chemistry,—  
law—definite combining proportions—which—certain  
amount—one principle and—given measure—another  
combine—produce — best results. —institution,—  
system, every principle esteemed—value—our time—  
its application—government, has — limitations. They  
—good—far,—beyond—are evil. —bounds—  
their beneficence—to—fixed. —frontiers within—  
their utility—supreme,—beyond which—become nox-  
ious,—to—marked out. —must compound—subtle  
influences, measure—effect—principles — forecast —  
trend—popular movements evolved—the course—our  
growth,—as—minimize — peril, while —wrest —  
maximum—blessing—every situation, securing—each  
case—least—the worst—the most—the—results.

### EXERCISE 70.

*Copy the following, supplying one word for each blank.*

—half-century following—battle—Salamis (480-430  
B. C.) forms—most brilliant period—Athenian history,  
—one—the—illustrious eras—the history—the

world. It — usually called — “age — Pericles,” — duration nearly coinciding — the public life — that statesman — for forty years, — merely — private citizen, held — controlling influence — the politics — Athens.

— was during — period, when — Athenian intellect — stimulated — a proud sense — national greatness, — Grecian genius — forth — richest blossoms — literature — art. This — the age — grand dramatic composition, — of — greatest works — architecture — sculpture. Oratory, — is — powerful — instrument in — free state, — now cultivated assiduously, and — Athenians became accustomed — hearing — purest lessons — patriotism put forth — the loftiest forms — eloquence.

### EXERCISE 71.

*Copy the following, supplying one word for each blank.*

Man — also made — ocean — theatre of — power. — ship — which — rides — element — one — the highest triumphs — his skill. — first, — floating fabric — only — frail bark, slowly urged — the laboring —. — sail — length arose — spread — wings — the wind. Still — had — power — direct — course when — lofty promontory sunk — sight, — the orbs — him — lost — clouds. — the secret — the magnet — at length — to him, — his needle now —, — a fixedness — love — stolen — the symbol — its constancy, — the polar star. —, however, — can dispense even — sail — wind — flowing wave. — constructs — propels — vast engines — flame — vapor, and, — the solitude — the sea — over — solid land, — thundering — his track.

**EXERCISE 72.**

*Copy the following, supplying one word for each blank.*

It—extraordinary—slight—margin may stand—  
 years — man — some important improvement. Take  
 — case — the electric light, — instance. — had —  
 known—years—if—carbon rod—placed—an ex-  
 hausted glass receiver—a current—electricity—passed  
 through—, the carbon glowed—an intense light ; —on  
 —other hand—became—hot—the glass burst. —  
 light, therefore,—useless,—the lamp burst—soon—it  
 —lighted. Edison hit—the idea—if—made—car-  
 bon filament fine enough—would—rid—the heat—  
 yet—abundance—light. Edison's right—his patent  
 has—contested—this very ground. —has—said  
 —the mere introduction—so small—difference—the  
 replacement—a thin rod—a fine filament was—slight  
 —item—it could—be patented.

**EXERCISE 73.**

*Copy the following, supplying one word for each blank.*

— book — Nature — open — all. —abounds—  
 lessons suited—every recipient power—the human soul,  
 lessons—love—wisdom, ever widening before—vision  
 —him—“hath eyes—see.” —many—us, how-  
 ever, use—as little children—their picture-books, rapidly  
 turning—pages, and,—the novelty—what reaches—  
 eye—gone, casting—aside—too common—further  
 regard !

— air — breathe, — light — surrounds —, the

sounds—hear,—myriad form—things, coming—going—perpetual change,—all every-day matters, recognized—the moment—nothing—, unless, forsooth,—pressing material want—business—necessary—more careful—constant study. —reason—the world,—laws—uphold—unify—manifold—vanishing phenomena,—being grasped—even thought—, the forms—things only pass before—vision—so many strange—in fact unsolved hieroglyphics.

### EXERCISE 74.

*Copy the following, supplying one word for each blank.*

It—one thing—own—library; it—quite another—use—wisely. I—often—astonished—little care people devote—the selection—what—read. Books,—we know,—almost innumerable;—hours—reading—, alas! very—. —yet—people read almost—hazard. They—take—book—chance—find—a room—a friend's house;—will buy—novel—a railway-stall—it has—attractive title; indeed,—believe—some cases even—binding affects—choice. —selection—, no doubt, far—easy. I—often wished some—would recommend—list—a hundred good books. If—had—lists drawn—by—few good guides—would—most useful. —have indeed sometimes heard—said—in reading every—must choose for—; but—reminds me—the recommendation—to go—the water till—can swim.



**EXERCISE 75.**

*Copy the following, supplying one word for each blank.*

But—storm—soon over. —clouds break,—rain stops,—sun shines once—, —hills opposite come— again. They—divided now—only—fields—woods, but—sunshine—shadow. —sky clears,—as—sun begins—descend westward—sea becomes—beautiful clear uniform azure, changing—soon—pale blue—front—dark violet beyond ;—once more—clouds begin —gather again,—an archipelago—bright blue sea—deep islands—ultramarine. —the sun travels westward, —opposite hills change—. —scarcely seem like— same country. —was—sun—now—shade, and— was—shade now lies bright—the sunshine. —sea once—becomes— uniform solid blue,—flecked— places—scuds—wind,—becoming paler towards evening—the sun sinks,—cliffs—catch—setting rays losing—deep color,—at sunset—light—again—a moment—a golden glow,—sea—the same time sinking —a cold gray.

**EXERCISE 76.**

*Copy the following, supplying one word for each blank.*

Like— sands — the sea,— stars — heaven — ever been used—an appropriate symbol—number,— we know—there—some 75,000,000, many,—doubt,— planets—their own. Nor—it only—number—the heavenly bodies—is—overwhelming ;—magnitude—distances—almost more impressive. —ocean — so deep—broad—to—almost infinite,—indeed

—so far—our imagination—the limit,—it—be.  
 Yet—is—ocean compared—the sky? Our globe—  
 little compared—the giant orbs—Jupiter—Saturn,—  
 again sink—insignificance—the side—the sun. —  
 sun itself—almost—nothing compared—the dimensions  
 —the solar system. Sirius—calculated to—a thousand  
 times—great—the sun, and—million times—far  
 away. —solar system—travels—one region—space,  
 sailing between worlds—worlds, and—surrounded—  
 many other systems—grand—complex—itsself;—we  
 know—even then—have not reached—limits—the  
 universe itself.

### EXERCISE 77.

*Copy the following, supplying one word for each blank.*

—is—strange thing—little—general people know  
 about—sky. —is—part—creation—which Nature  
 —done more—the sake—pleasing man, more—the  
 sole—evident purpose—talking—him,—teaching  
 —, than—any other—her works,—it—just—part  
 —which—least attend—her. There—not many—  
 her other works—which some more material—essential  
 purpose—the mere pleasing—man—not answered—  
 every part—their organization;—every essential pur-  
 pose—the sky might,—far—we know,—answered,  
 —once—three days,—thereabouts,—great, ugly,  
 black rain-cloud—brought up—the blue,—everything  
 well watered,—so all left blue again—next time,—  
 perhaps—film—morning—evening mist—dew.  
 —instead—this, there—not—moment—any day  
 —our lives when Nature—not producing scene—scene,

picture — picture, glory — glory, — working still —  
 such exquisite — constant principles — the most perfect  
 beauty, — it — quite certain — is all done — us, — in-  
 tended — our perpetual pleasure.

### EXERCISE 78.

*Copy the following, supplying one word for each blank.*

Science — been, — a great Archangel — Mercy, devot-  
 ing herself — the service — man. She — labored, her  
 votaries — labored, not — increase — power — despots  
 — to add — the magnificence — courts, — to extend hu-  
 man happiness, — economize human effort, — extinguish  
 human pain. She — enlisted — sunbeam — her service  
 — limn — us, — absolute fidelity, — faces — the  
 friends — love. She — shown — poor miner how —  
 may work — safety, even amid — explosive fire-damp —  
 the mine. She —, by — anæsthetics, enabled — sufferer  
 to — hushed — unconscious while — delicate hand —  
 some skilled operator cuts — fragment — the nervous  
 circle — the unquivering eye. She points not — pyramids  
 built — weary centuries — the sweat — miserable nations,  
 — to — lighthouse — the steamship, — the railroad —  
 the telegraph. She — restored eyes — the blind — hear-  
 ing — the deaf. She — lengthened life, — has minimized  
 danger, — has controlled madness, she — trampled —  
 disease. And — all these grounds — think — none —  
 our sons should grow — wholly ignorant — studies which  
 — once train — reason — fire — imagination, — fashion  
 — well — forge, which can feed — well — fill — mind,

# SYNONYMS.

## EXERCISE 79.

1. **Ability, capacity.**—" *Capacity* is the power of receiving ; *ability*, of using." *Ability* is the power of doing in general ; *capacity* is a particular kind of *ability*. *Ability* may be either physical or mental ; *capacity*, when said of persons, is mental only. *Ability* respects action ; *capacity* respects thought. *Ability* may be small or great. *Capacity* implies a positive degree of power.

2. **Alter, change.**—To *alter* is to make a thing different in some respect. To *change* is to substitute one thing for another. We *change* our clothes when we put on others ; the tailor *alters* clothes which are found not to fit. A man *changes* his habits and *alters* his conduct.

3. **Answer, reply.**—We *answer* a question, we *reply* to an accusation or an objection. It is impolite not to *answer* when we are addressed, but we need not always *reply* to an assertion.

4. **Assent, consent.**—We *assent* to a wish or an opinion ; we *consent* to an act. *Assent* respects the judgment ; *consent* respects the will. We *assent* to what we think true ; we *consent* to the wish of another by agreeing to it and allowing it. *Assent* is opposed to contradiction or denial ; *consent* to refusal.

5. **Center, middle.**—*Center* is a point ; *middle* may be a line or part. *Center* is most properly applied to circular or globular bodies ; *middle* is used more indefinitely. We speak of the *center* of a circle, the *center* of attraction ; the *middle* of a page, the *middle* of the month.

*Write twenty sentences, using each of the foregoing words twice.*

**EXERCISE 80.**

6. **Diction, style.**—*Diction* is applied to the words used and the way in which we express ourselves; *style*, to the manner of writing in general. *Diction* expresses much less than *style*. Errors in grammar, faulty construction, confusion or wrong application of words, constitute bad *diction*; but the peculiarities and the beauties of a writer's composition characterize his *style*. *Diction* requires only to be pure and clear; *style* may be terse, polished, elegant, florid, poetic, etc.

7. **Differ with, differ from.**—"I differ *with* you in opinion; I differ *from* you in appearance."

8. **Diligence, industry.**—*Industry* is habitual and continued *diligence* in some useful pursuit or calling. *Industry* applies principally to manual labor; *diligence* implies exercise of the mental as well as the corporeal powers.

9. **Eager, earnest.**—*Eager* implies excitement; *earnest* is always used in a good sense, and implies a permanent condition of mind. *Eager* is used to qualify the desires; *earnest*, to qualify the wishes or sentiments. A child is *eager* to get a plaything, a hungry person is *eager* to get food; a person is *earnest* in solicitation, *earnest* in devotion.

10. **Education, instruction.**—*Instruction* furnishes the mind with knowledge; *education* trains the mind and establishes principle. *Education* belongs to the period of childhood and youth; *instruction* may be received at all ages. A want of *education* leaves the individual undeveloped; a want of *instruction* is of more or less inconvenience, according to circumstances.

*Write twenty sentences, using each of the foregoing words twice.*

**EXERCISE 81.**

11. ***Equivocal, ambiguous.***—An *equivocal* expression is made to have two possible meanings with the intention of deceiving ; an *ambiguous* expression is one the meaning of which is, perhaps unintentionally, uncertain. “An honest man will never employ an *equivocal* expression ; a confused man may often utter an *ambiguous* one without any design.”

12. ***Example, instance.***—An *example* illustrates a general rule ; an *instance* stands by itself, and does not prove a rule. The *example* is set forth by way of illustration or instruction ; the *instance* is adduced by way of evidence or proof. Every *instance* may serve as an *example*, but not every *example* is an *instance*.

13. ***Force, strength.***—*Strength* is the power to exert *force* or to resist *force* ; *force* is power exerted or active.

14. ***Forgive, pardon.***—*Forgive* is the familiar term ; *pardon* is adapted to the serious style. Individuals *forgive* each other personal offences ; they *pardon* offences against law and morals. Kindness *forgives* ; it is an act of Christian charity. Mercy *pardons* ; it is an act of clemency.

15. ***Freedom, liberty.***—*Freedom* is personal and private ; *liberty* is public. We speak of the *freedom* of the will, *freedom* of manners, *freedom* of conversation ; the *liberty* of conscience, the *liberty* of the press, the *liberty* of the citizen. A slave obtains his *freedom* ; he escapes from servitude. A prisoner is set at *liberty* ; he is released from constraint.

*Write twenty sentences, using each of the foregoing words twice.*

## EXERCISE 82.

16. *General, universal*.—What is *general* includes the greater part or number ; what is *universal* includes every individual or part. The *general* rule admits of many exceptions ; the *universal* rule admits of none. *General* is opposed to particular, and *universal* to individual.

17. *Hasten, hurry*.—To *hasten* and *hurry* both imply to move forward with quickness in any matter ; but one may *hasten* with design and good order, while *hurry* always implies confusion and irregularity. To *hasten* is opposed to delay or a slow mode of proceeding ; it is frequently indispensable to *hasten* in the affairs of human life. To *hurry* is opposed to deliberate and cautious proceeding ; it must always be unwise to *hurry*.

18. *Idle, indolent*.—One is termed *idle* who will do nothing useful ; one is *indolent* who does not care to do anything or set about anything. *Idleness* is opposed to diligence ; *indolence*, to activity.

19. *Love, affection*.—These words express two sentiments of the heart which do honor to human nature ; they are the ties by which mankind are united to each other. *Love* is the natural sentiment between near relations ; *affection* exists between those who are less intimately connected, being the consequence either of relationship or friendship. *Love* is powerful in its effects, awaking vivid sentiments of pleasure or pain ; *affection* is a feeling under the control of the understanding.

20. *List, catalogue*.—A *catalogue* involves more details than a simple *list*. A *list* of books contains their titles ; a *catalogue* of books contains an enumeration of their size, price, number of volumes, edition, etc.

*Write twenty sentences, using each of the foregoing words twice.*

**EXERCISE 83.**

21. *Necessity, need*.—*Necessity* respects the thing wanted ; *need*, the person wanting. *Necessity* is more pressing than *need* ; it places us in a positive state of compulsion to act ; it is said to know no law. *Need* yields to circumstances, and leaves us in a state of deprivation. We are frequently under the *necessity* of doing without that of which we stand most in *need*.

22. *New, novel*.—What is *new* is usual and expected ; but what is *novel* is strange and unexpected.

23. *News, tidings*.—*News* implies anything new that is related or circulated ; but *tidings*, from tide, signifies that which flows in periodically like the tide, and comes in at the moment the thing happens. *News* is unexpected ; it serves to gratify idle curiosity. *Tidings* are expected ; they serve to allay anxiety.

24. *Persuasion, conviction*.—We are *persuaded* by entreaties and personal influence ; it is the imagination, the feelings, or the will which decides. We *convince* by arguments ; it is the understanding which determines. *Conviction* answers in our minds to positive certainty ; *persuasion* answers to probability.

25. *Pleasure, happiness*.—*Pleasure* is temporary ; *happiness*, a continued state. *Pleasure* comes through the senses ; *happiness* is an inward feeling. The eager pursuit of *pleasure* is not conducive to real *happiness*.

*Write twenty sentences, using each of the foregoing words twice.*

**EXERCISE 84.**

26. *Prevalent, prevailing*.—What usually prevails is *prevalent* ; what actually prevails is *prevailing*.



27. *Prudence, discretion.*—*Prudence* calculates on the future ; *discretion* looks to the present. Those who have the direction of others require *discretion* ; those who have the management of their own concerns require *prudence*.

28. *Recovery, restoration.*—*Recovery* is one's own act ; *restoration* is the act of another. We *recover* the thing we have lost, when it comes again into our possession ; but it is *restored* to us by another. The *recovery* of property is good fortune ; the *restoration* of property to its rightful owner is an act of justice. The *recovery* of one's health never depends upon medicine alone ; medicine simply aids in the *restoration* of health, for it is nature that really accomplishes the result.

29. *Remember, recollect.*—To *remember* is to call to mind that which has once been presented to the mind ; but to *recollect* is to *remember* what has been *remembered* before. *Remembrance* busies itself with objects that are at hand ; *recollection* carries us back to distant periods. Simple *remembrance* is engaged in things that have but just left the mind, and are now more or less easy to recall ; but *recollection* tries to retrace the faint image of things that have been so long unthought of as to be almost obliterated from the memory.

30. *Reputation, character.*—*Reputation* is what others think of a person ; *character* is what is really in him. *Reputation* has more or less of conjecture in it ; its source is hearsay. *Character* has always some foundation ; it is learned by personal association and long acquaintance. It is possible for a man to have a fair *reputation* who has not in reality a good *character* ; but men of really good *character* are not likely to have a bad *reputation*.

*Write twenty sentences, using each of the foregoing words twice.*

## EXERCISE 85.

31. *Strict, severe*.—*Strict* characterizes that which binds or keeps in control; *severe* characterizes that which inflicts pain. The term *strict* is always taken in the good sense; *severe* is good or bad, according to circumstances. One may be *strict* in enforcing obedience; *severe* in punishing.

32. *Sound, tone*.—*Sound* is that which issues from any body, so as to become audible; *tone* is a species of *sound*, which is produced from particular bodies. The *sound* may be accidental; we may hear the *sounds* of waters or leaves, of animals or men. *Tones* are those particular *sounds* which are made either to express a particular feeling, or to produce harmony.

33. *Slander, calumny*.—*Slander* involves the discussion of moral qualities, and is consequently the declaration of an opinion as well as the communication of a fact; *calumny*, on the other hand, is a positive communication of circumstances known by the narrator at the time to be false. *Slander* arises either from a mischievous temper or a gossiping humor; the *slanderer* deals unmercifully with his neighbor, and speaks without regard to truth or falsehood. *Calumny* is the worst of actions, resulting from the worst of motives; to injure the reputation of another by the sacrifice of truth is an accumulation of guilt which is hardly exceeded by any one in the whole catalogue of vices. If one communicates to others the reports that are in circulation to the disadvantage of any person, he is a *slanderer*; if he fabricates anything himself and spreads it abroad, he is a *calumniator*.

34. **System, method.**—*System* expresses more than *method*, which is but a part of *system*. *System* is an arrangement of many single or individual objects, according to some given rule. *Method* is the manner of this arrangement, or the principle upon which this arrangement takes place. All sciences must be reduced to *system*; for without *system* there is no science. All business requires *method*; and without *method* little can be done to any good purpose.

35. **Thankfulness, gratitude.** *Thankfulness*, or a fullness of thanks, is the outward expression of a grateful feeling; *gratitude* is the feeling itself. Our *thankfulness* is measured by our words; our *gratitude* is measured by the nature of our actions. A person may appear very *thankful* at the time, who afterward may prove very *ungrateful*. *Thankfulness* is the beginning of *gratitude*; *gratitude* is the completion of *thankfulness*.

*Write twenty sentences, using each of the foregoing words twice.*

### EXERCISE 86.

36. **Truth, veracity.**—*Truth* belongs to the thing; *veracity*, to the person. The *truth* of the story is admitted upon the *veracity* of the narrator.

37. **Vice, sin.**—*Vice* consists in the violation of moral law; *sin* consists in the violation of Divine law. *Vices* are habitual acts of commission; *sins* are acts of commission or omission, habitual or particular. A *vice*, whether in conduct or disposition, always diminishes moral excellence and involves guilt; a *sin* always supposes some perversity of will in an accountable agent.

38. *Vicinity, neighborhood*.—*Vicinity* is employed to designate the place in general, near to the person speaking, whether inhabited or otherwise. *Neighborhood* is employed in reference to the inhabitants, or in regard to inhabited places; that is, it signifies either a community of neighbors or the place they occupy. We say, a populous *neighborhood*, a quiet *neighborhood*, a respectable *neighborhood*, a pleasant *neighborhood*; to live in the *vicinity* of a manufactory, to be in the *vicinity* of the metropolis or of the sea.

39. *Warlike, martial*.—*Martial* is both a technical and a more comprehensive term than *warlike*; on the other hand, *warlike* designates the temper of the individual more than *martial*. We speak of *martial* array, *martial* preparations, *martial* law; a court *martial*; a *warlike* nation, a *warlike* spirit or temper, a *warlike* appearance.

40. *Wonderful, marvelous*.—The *wonderful* surprises our senses; the *marvelous* our reason. *Wonders* are real; *marvels* are often fictitious.

*Write twenty sentences, using each of the foregoing words twice.*

### EXERCISE 87.

41. *Want, need*.—To be without is the common idea expressed by these terms. But to *want* is to be without that which contributes to our comfort, or is an object of our desire; to *need* is to be without that which is essential for our existence or our purposes. From the close connection which exists between desiring and *want*, it is usual to consider what we *want* as artificial, and what we *need* as natural

and indispensable. What one man *wants* is a superfluity to another ; but that which is *needed* by one is in like circumstances *needed* by all.

42. *Watch, observe*.—These terms agree in expressing the act of looking at an object ; but to *observe* is not to look after so strictly as is implied by to *watch*. We *observe* a thing in order to draw an inference from it ; we *watch* anything in order to discover what may happen. We *observe* with coolness, we *watch* with eagerness ; we *observe* carefully, we *watch* narrowly. The conduct of mankind in general is *observed* ; the conduct of suspicious individuals is *watched*.

43. *Weapons, arms*.—*Weapons* may be used either for instruments of offense or defense ; *arms* are properly instruments of offense. We say fire *arms*, but not fire *weapons* ; and *weapons* offensive or defensive, not *arms* offensive or defensive. *Arm* is employed for whatever is intentionally made as an instrument of offense ; *weapon* is employed for whatever may be accidentally used for this purpose. Guns and swords are always *arms* ; stones, brickbats and pitchforks may occasionally be *weapons*.

44. *Weep, cry*.—An outward indication of pain is expressed by both these terms ; but the latter comprehends an audible expression, accompanied or not with tears, while the former simply indicates the shedding of tears. *Crying* arises from impatience in suffering corporeal pains ; children and weak people commonly *cry*. *Weeping* is occasioned by mental grief ; the wisest and best of men will not disdain sometimes to *weep*.

45. *Will, testament*.—A *will* is any written document which contains the last *will* of a man in regard to the disposal of his property ; this may be either a formal or an informal

instrument in the eye of the law. A *testament*, on the other hand, is a formal instrument regularly drawn up, and duly attested, according to the forms of law.

*Write twenty sentences, using each of the foregoing words twice.*

### EXERCISE 88.

#### *Active, Diligent, Industrious, Assiduous, Laborious.*

*Active* implies a propensity to act, to be doing something, without regard to the nature of the object ; *diligent* implies an attachment to an object, and consequent attention to it ; *industrious* signifies an inward or thorough inclination to be engaged in some serious work ; *assiduous* signifies "sitting close" to a thing ; *laborious* implies belonging to labor, or the inclination to labor.

We are *active* if we are only ready to exert our powers ; we are *diligent* when we are active for some specific end ; we are *industrious* when no time is left unemployed in some serious pursuit ; we are *assiduous* if we do not leave a thing until it is finished. *Laborious* more often applies to the work than to the person.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. A——man is the most likely to succeed in business.
2. A man may be——without being——, since he may busy himself with what is of no importance.
3. It was doubtless owing to the surgeon's——care that the man regained the use of his arm.
4. He is daily employed in a most——occupation.
5. A man may be——without being assiduous ; but he cannot be assiduous without being——, for assiduity is a

sort of persevering—. 6. The—man seeks to attain the end of his employment. 7. The merchant desires to employ (*a* or *an*)—and—boy. 8. It often requires—exertions to master a difficult study. 9. A sober and—mechanic is seldom out of employment. 10. —minds set on foot inquiries to which the—, by—application, and—if not—research, often afford satisfactory answers.

### EXERCISE 89.

#### ***Business, Occupation, Employment, Engagement, Avocation.***

*Business* signifies what makes busy; *occupation* signifies that which takes possession of a person or thing to the exclusion of other things; *employment* signifies that which engages or fixes a person; *engagement* also signifies what engages or binds a person; *avocation* signifies the thing that calls off from another thing.

*Business* occupies all a person's thoughts as well as his time and powers; *occupation* and *employment* occupy only his time and strength; *occupation* is mostly regular, it is the object of our choice; *employment* is casual, it depends on the will of another. *Engagement* is a partial *employment*, *avocation* a particular *engagement*; an *engagement* prevents us from doing anything else; an *avocation* calls off or prevents us from doing what we wish.

Every tradesman has a *business*, on the diligent prosecution of which his success in life depends; every mechanic has his daily *occupation*, by which he supports his family; every laborer has an *employment* which is fixed for him. "*Avocations*" often signifies "other affairs," that is, subordinate to the principal or real business.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. A man of independent fortune has no occasion to pursue —, but he will not be likely to be contented without an —. 2. He did not expect to be long without—, as he had been promised an—. 3. Their chief—was war; but in the intervals of peace they joined in the ordinary—of life. 4. The superintendent reports that his—has increased so that it now affords—to over one hundred additional hands. 5. Numerous—are not desirable; every man should have a regular pursuit, the—of his life, to which the principal part of his time should be devoted; —of a serious nature are apt to divide his time and attention to a hurtful degree. 6. The idlest people have often the most—. 7. His former—was that of a blacksmith, but he has recently obtained—at the mill. 8. His—to act as agent for this company will terminate on the first of January. 9. His usual—involves so much calculation that his present—has become quite distasteful to him. 10. The full—of one's time, the—of all his energies and the close and constant —of his attention in a great—render him indifferent to many of the common—of life.

### EXERCISE 90.

***Advantage, Benefit, Utility, Service, Avail, Use.***

*Advantage* signifies agreeable to one's purpose; *benefit* signifies done or made to one's wishes; *utility* signifies the quality of being able to be used, which is also the meaning of *use*; *service* signifies the quality of serving one's purpose; *avail* signifies to be strong for a purpose.



*Advantage* respects external circumstances of profit, honor and convenience ; *benefit* respects the consequences of actions and events ; *utility* and *service* respect the good which can be drawn from the *use* of any object. A thing has its *utility* and can be made of *service*.

*Utility*, *use*, *service* and *avail* all express the idea of fitness to be employed to *advantage*. *Utility* is applied mostly in a general sense to that which may be used, and *use* to that which actually is used ; *service* may imply that which serves a particular purpose ; *avail* implies that kind of *service* which may possibly be procured from any object, but which also may not be procured.

*Fill each blank in the following sentences, using the appropriate synonym or some derivative of it.*

1. Whatever is of the best quality will be found most——.
2. Suitable exercise is attended with——.
3. The goods were sold to——.
4. Persons ride or walk for the——of their health.
5. Things are purchased for their——.
6. A thing is——if it is suited to its purpose.
7. A good education has always its——, although not every one can derive the same——from the cultivation of his talents.
8. It is——to young people to be under the guidance of older and more experienced persons, from whom they may obtain many——directions for their future conduct.
9. The Greeks in the heroic age seem to have been unacquainted with the——of iron, the most——of all the metals.
10. ——lessons of experience may be drawn from all the events of life.
11. They found their entreaties to be of no——.
12. Shorthand writing has come into more extended——of late years, now that its——are better known and its general——appreciated.
13. For many

years this article has been in constant—and has rendered good—. 14. His—would be of no—; it is now too late.

### EXERCISE 91.

#### *Aggravate, Irritate, Provoke, Exasperate, Tantalize.*

*Aggravate* signifies to make very heavy; *irritate* signifies to excite anger; *provoke* signifies to challenge or defy; *exasperate* signifies to make things exceedingly rough; *tantalize* signifies to vex by exciting false expectations.

All these words, except the first, refer to the feelings of the mind, and in familiar discourse that also bears the same signification; but *aggravate* is more properly used in respect to the outward circumstances.

The crime of robbery is *aggravated* by any circumstances of cruelty; whatever crosses the feelings *irritates*; whatever awakens anger *provokes*; whatever heightens this anger extraordinarily *exasperates*; whatever raises hopes in order to frustrate them *tantalizes*.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. Angry words—, particularly when spoken with an air of defiance.
2. A harsh, grating sound—if long continued and often repeated.
3. When provocations become multiplied and varied they—.
4. The weather, by its frequent changes,—those who depend upon it for amusement.
5. An appearance of unconcern for the offense and its consequences—the guilt of the offender.
6. Proud people are easily—.
7. Nervous people are the most easily—.
- 8.

Wicked people—their transgressions by violence. 9. Those who wish for much, and wish for it eagerly, are oftenest—. 10. Quick-tempered and fiery people are soonest—. 11. Their constant criticism at length—him. 12. Do not—us by this suspense, but proceed to gratify our curiosity. 13. Finding that he was really—they endeavored to mollify him. 14. The insolence of a tyrant—his subjects; he—the offense by acts of oppression, and they are—to rebellion. 15. I fear that he is already—, and your arguments would only tend to—him.

### EXERCISE 92.

***Delay, Defer, Postpone, Procrastinate, Prolong, Protract, Retard.***

*Delay* signifies to lay or keep back; *defer* signifies to put off; *postpone* signifies to place behind or after; *procrastinate* signifies to put off till to-morrow; *prolonging* signifies the lengthening of the period of time for beginning or ending a thing; *protract* signifies to draw out the time; and *retard* to make a thing drag or go slow.

To *delay* is simply not to commence action; to *defer* and *postpone* are to fix its commencement at a more distant period. We may *delay* a thing for days, hours and minutes; we *defer* or *postpone* it for months or weeks. *Procrastination* is a culpable *delay* arising solely from the fault of the *procrastinator*.

We *delay* the execution of a thing; we *prolong* or *protract* the continuation of a thing; we *retard* the termination of a thing. We may *delay* answering a letter; *prolong* a contest; *protract* a lawsuit; and *retard* a publication.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. He decided to——his intended visit until the end of the month.
2. A tardy debtor——the settlement of his accounts.
3. When a plan is not fully laid, it is prudent to——its execution until everything is in an entire state of preparation.
4. "Never——till to-morrow that which you can do to-day ;" for "——is the thief of time."
5. After a——session, during which legislation had been greatly——by filibustering on both sides, Congress finally adjourned.
6. It will accomplish no good to——this inquiry, and will only serve to——more important matters.
7. The progress of the work was greatly——by the——of the manager, who frequently——his orders while the men were kept idle waiting for them.
8. He has——the matter again and again, so that we have come to consider it as indefinitely——.
9. Having become weary of the——debate, they agreed to——their decision until the next meeting.
10. They were notified that shipment of the goods had been——, owing to a rumor that freight rates would shortly be reduced.
11. It was evident that he had endeavored to——the controversy solely that he might profit by the——.

### EXERCISE 93.

*Event, Incident, Accident, Adventure, Occurrence.*

*Event* signifies that which falls out or turns up ; *incident* signifies that which falls in or forms a collateral part of anything ; *accident* signifies that which falls out or happens ; *adventure* signifies that which comes to or befalls one ; *occurrence* signifies that which runs or comes in the way.

These terms are expressive of what passes in the world, which is the sole signification of the term *event*; while to that of the other terms are annexed some additional ideas. An *incident* is a personal *event*; an *accident* is an unpleasant *event*; an *adventure* is an extraordinary *event*; an *occurrence* is an ordinary or domestic *event*. *Event*, in its ordinary and unlimited acceptation excludes the idea of chance; *accident* excludes that of design; *incident*, *adventure*, and *occurrence* are applicable in both cases.

*Events* affect nations and communities as well as individuals; *incidents* and *adventures* affect particular individuals; *accidents* and *occurrences* affect persons or things particularly or generally, individually or collectively.

*Event*, when used for individuals, is always of greater importance than an *incident*.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. During the yearly celebration of a certain—of national importance, there are usually many—. 2. Among the interesting—in the biography of Israel Putnam is the account of his—with the wolf. 3. The paper contained a full account of the railway—and reports of several other unfortunate—; altogether it had been an—day. 4. Novels derive most of their charms from the extravagance of the—which they describe. 5. History records the—of nations. 6. He related several amusing—of his journey. 7. We were informed that such—were everyday—at the factory, owing to the carelessness of the workmen. 8. He was fond of reading stories of—with Indians. 9. I was present at the time of the—and observed the whole

proceeding. 10. He told me a little—of the voyage, that served to show how good-natured the captain was. 11. Memorable—in history, and well-known—in the lives of great men, furnish the lecturer with illustrations that are all the more forcible because his hearers are familiar with them.

### EXERCISE 94.

#### ***Enemy, Foe, Adversary, Opponent, Antagonist.***

*Enemy* signifies one that is unfriendly ; *foe* signifies one that bears a hatred ; *adversary* signifies one that takes part against another ; *opponent* signifies one pitted against another ; *antagonist* signifies one struggling against another.

An *enemy* is not so formidable as a *foe* ; the former may be reconciled, but the latter always retains a deadly hatred. An *enemy* may be so in spirit, in action, or in relation ; a *foe* is always so in spirit, if not in action likewise. A man may be an *enemy* to himself, though not a *foe*. Those who are national or political *enemies* are often private friends ; but a *foe* is never anything but a *foe*. *Adversaries* set up their claims, and frequently urge their pretensions with angry strife ; but interest or contrariety of opinion more than sentiment stimulates to action. *Opponents* set up different parties, and treat each other with acrimony ; but their differences do not necessarily include anything personal. *Antagonists* are a species of opponents who are in actual engagement. Direct exertion, but not anger, is concerned in making the *antagonist*.

*Enemies* make war, aim at destruction and commit acts of personal violence. *Adversaries* are contented with appropriating to themselves some object of desire, or depriving their rival of it—cupidity being the moving principle and

the object. *Opponents* oppose each other systematically and perpetually; in their disputes they aim each at being thought right. Tastes and opinions are commonly the subjects of debate; self-love oftener than a love of truth is the moving principle. *Antagonists* engage in a trial of strength; victory is the end; the love of distinction or superiority the moving principle. The contest may lie either in mental or physical exertion; may aim at superiority in a verbal dispute or in a manual combat.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. In his reply, the arguments of his——were all met and overcome. 2. Litigants are necessarily——but not always——. 3. A secret——is worse than an open——. 4. The——continued the combat until both were exhausted. 5. Man has many——; but his evil passions are his worst——. 6. The evil one is called the——of mankind. 7. Envy is a——to happiness. 8. Whoever is an——of good government is an——to society. 9. A selfish man is his own worst——. 10. I have no feeling of——toward my late——. 11. His——in the debate was a lawyer. 12. The candidate's violent speech——many voters. 13. He remarked to his——that he did not wish to prolong the discussion. 14. His most active——on this occasion was a personal friend.

### EXERCISE 95.

#### *Acquire, Obtain, Gain, Win, Earn.*

*Acquire* signifies to seek or get to one's self; *obtain* signifies to lay hold or secure within one's reach; *gain* and *win* both signify to get into one's possession; *earn* signifies to reap, or get by labor.

The idea of getting is common to these terms, but the circumstances of the action vary. We *acquire* by our own efforts; we *obtain* by the efforts of others, as well as of ourselves; we *gain* or *win* by striving; we *earn* by labor.

Talents and industry are requisite for *acquiring*; what we *acquire* comes gradually to us in consequence of the regular exercise of our abilities. Things are *obtained* by all means, honest or dishonest; whatever comes into our possession agreeable to our wishes is *obtained*. Fortune assists in both *gaining* and *winning*, but particularly in the latter case. A good constitution and full employment are all that is necessary for *earning* a livelihood.

What is *acquired* is solid, and produces lasting benefit; what is *obtained* may often be injurious to one's health, one's interests, or one's morals; what is *gained* or *won* is often only a partial advantage, and transitory in its nature; what is *earned* serves first to defray expenses.

Knowledge, honor and reputation are *acquired*; favors and requests are *obtained*; a victory or battle, an advantage, or a pleasure is *gained*; a game or prize is *won*; wages are *earned*.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. We can not—knowledge without study. 2. To—esteem we must be polite. 3. That which we—is prized more than sudden—. 4. Those who—benefits should be grateful. 5. He—a clear title to the property. 6. What is—hastily is soon lost. 7. Information is—by inquiry. 8. The—of the railway increased largely. 9. The lady's favor was hard to—. 10. Men—nothing by deceit. 11.



The clerk—a salary of \$12 per week, which he fully—. 12. Ill-gotten—(that is, those—by dishonest means) curse the—. 13. If he—the position he will do well. 14. Money is coveted for what it will—. 15. Distinction is—by merit coupled with industry.

### EXERCISE 96.

#### *Examination, Search, Inquiry, Research, Investigation, Scrutiny.*

*Examination* is the most general of these terms, which all agree in expressing an active effort to find out that which is unknown. The *examination* is made either by the aid of the senses or the understanding, the body or the mind; the *search* is principally a physical action; the *inquiry* is mostly intellectual. We *examine* a face or we *examine* a subject; we *search* a house or a dictionary; we *inquire* into a matter. An *examination* is made for the purpose of forming a judgment; the *search* is made to ascertain a fact; the *inquiry* is made in order to arrive at truth.

To *examine* a person is either by means of questions to get at his mind, or by means of looks to become acquainted with his person; to *search* a person is by corporeal contact to learn what he has about him. We *examine* the features of those who interest us; officers of justice *search* those who are suspected. *Examinations* and *inquiries* are both made by means of questions; but the former is an official act for a specific end, the latter is a private act for purposes of convenience or pleasure. Students undergo *examinations* from their teachers; they pursue their *inquiries* themselves.

A *research* is an *inquiry* into that which is remote ; an *investigation* is a minute *inquiry* ; a *scrutiny* is a strict *examination*. Learned men of inquisitive tempers make *researches* into antiquity ; magistrates *investigate* doubtful and mysterious affairs, and physicians *investigate* the causes of diseases ; men *scrutinize* the actions of those whom they hold in suspicion. Acuteness and penetration are peculiarly requisite in making *researches* ; patience and perseverance are the necessary qualifications of the *investigator* ; a quick discernment will essentially aid the *scrutinizer*.

*Fill each blank in the following sentences, using the appropriate synonym.*

1. The railroad company promised to—the claim. 2. He moved that a committee of—be appointed to—the charges of bribery. 3. Though they subjected his work to the closest —, they could discover no flaw in it. 4. The assiduous historian extended his—beyond those of any of his predecessors. 5. After a thorough—of the books, he reported them correct. 6. The bookkeeper made a careful—for the missing paper, but without success. 7. This important scientific discovery was the result of patient—and long continued—. 8. Letters of—were so often received that the company decided to publish a pamphlet of information. 9. The paying teller carefully—the signature of the check to satisfy himself as to its genuineness. 10. Being aware that he was the object of a great deal of—, he felt ill at ease. 11. Diligent—failed to elicit any further information in regard to the object of their—. 12. Having finished the —of witnesses, they expressed themselves as fully satisfied with the results of the—.

**EXERCISE 97.**

*Explain the difference in meaning, and put in sentences.*

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1. acknowledge, confess.            | 6. approval, approbation. |
| 2. acquit, absolve, exonerate.      | 7. artisan, artist.       |
| 3. actual, real.                    | 8. authentic, genuine.    |
| 4. adjacent, adjoining, contiguous. | 9. avenge, revenge.       |
| 5. admit, permit, allow.            | 10. belief, faith.        |

**EXERCISE 98.**

*Explain the difference in meaning, and put in sentences.*

- |                                |                           |
|--------------------------------|---------------------------|
| 1. calculate, reckon, compute. | 6. contented, satisfied.  |
| 2. causes, reasons.            | 7. cultivation, culture.  |
| 3. commander, leader.          | 8. custom, habit.         |
| 4. conciliate, reconcile.      | 9. defend, protect.       |
| 5. confute, refute.            | 10. difficulty, obstacle. |

**EXERCISE 99.**

*Explain the difference in meaning, and put in sentences.*

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1. discover, invent.              | 5. empty, vacant.              |
| 2. divide, separate, distinguish. | 6. excite, incite.             |
| 3. ease, facility.                | 7. exert, exercise.            |
| 4. estimate, esteem, appreciate.  | 8. grieve, mourn, lament.      |
|                                   | 9. healthy, wholesome.         |
|                                   | 10. impracticable, impossible. |

**EXERCISE 100.**

*Explain the difference in meaning, and put in sentences.*

- |                              |                              |
|------------------------------|------------------------------|
| 1. inclination, disposition. | 6. peaceable, peaceful.      |
| 2. miserable, wretched.      | 7. pride, vanity.            |
| 3. neglect, negligence.      | 8. punishment, chastisement. |
| 4. occasion, opportunity.    | 9. rational, reasonable.     |
| 5. particular, peculiar.     | 10. receive, accept.         |

**EXERCISE 101.**

*Explain the difference in meaning, and put in sentences.*

- |                            |                              |
|----------------------------|------------------------------|
| 1. repentance, contrition. | 6. teach, learn.             |
| 2. robber, thief.          | 7. trust, credit.            |
| 3. safety, security.       | 8. try, attempt, endeavor.   |
| 4. satisfy, satiate.       | 9. tyranny, oppression.      |
| 5. sufficient, enough.     | 10. whole, entire, complete. |

**EXERCISE 102.**

*Copy the following words and write opposite each one four other words which have the same or similar meaning.*

- |                 |               |              |
|-----------------|---------------|--------------|
| 1. abate        | 10. expand    | 18. pattern  |
| 2. affix        | 11. furious   | 19. petty    |
| 3. annul        | 12. heroic    | 20. precise  |
| 4. attempt (n.) | 13. insidious | 21. relevant |
| 5. blemish (n.) | 14. jeopardy  | 22. soothe   |
| 6. choose       | 15. lead (v.) | 23. tell     |
| 7. contrivance  | 16. maxim     | 24. trouble  |
| 8. displease    | 17. noble     | 25. valuable |
| 9. energy       |               |              |

**EXERCISE 103.**

*Copy the following words and write opposite each one four other words which have the same or similar meaning.*

- |                 |               |                |
|-----------------|---------------|----------------|
| 1. abet         | 10. famous    | 18. peaceful   |
| 2. affluence    | 11. grand     | 19. pine (v.)  |
| 3. apparent     | 12. hurtful   | 20. proper     |
| 4. augment      | 13. insolent  | 21. remarkable |
| 5. bold         | 14. joy       | 22. splendid   |
| 6. class (n.)   | 15. lie (n.)  | 23. tender     |
| 7. custody      | 16. mean (a.) | 24. true       |
| 8. dispute (n.) | 17. notion    | 25. verge      |
| 9. equal (a.)   |               |                |

**EXERCISE 104.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |             |                    |                |
|-------------|--------------------|----------------|
| 1. abnormal | 10. fasten         | 18. peerless   |
| 2. agile    | 11. great          | 19. place (n.) |
| 3. opposite | 12. idea           | 20. quaint     |
| 4. auspices | 13. institute (v.) | 21. rescind    |
| 5. border   | 14. just (a.)      | 22. stay       |
| 6. clothes  | 15. lift           | 23. think      |
| 7. damage   | 16. mention (v.)   | 24. trust (n.) |
| 8. distinct | 17. noxious        | 25. victuals   |
| 9. era      |                    |                |

**EXERCISE 105.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |               |                 |                  |
|---------------|-----------------|------------------|
| 1. abstain    | 10. fear        | 18. peevish      |
| 2. aid        | 11. grief       | 19. placid       |
| 3. apt        | 12. illustrious | 20. quarrel (n.) |
| 4. austere    | 13. instrument  | 21. rogue        |
| 5. brave      | 14. keen        | 22. support (v.) |
| 6. colossal   | 15. lively      | 23. tolerate     |
| 7. deceit     | 16. merry       | 24. tumult       |
| 8. dread (n.) | 17. object (n.) | 25. vigorous     |
| 9. error      |                 |                  |

**EXERCISE 106.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |             |                  |              |
|-------------|------------------|--------------|
| 1. absurd   | 5. calm          | 9. essential |
| 2. allege   | 6. commerce      | 10. flow     |
| 3. arrange  | 7. decrease (v.) | 11. group    |
| 4. aversion | 8. droll         | 12. immense  |

- |               |             |                  |
|---------------|-------------|------------------|
| 13. integrity | 18. perfume | 22. suppose      |
| 14. keep      | 19. plain   | 23. torment (v.) |
| 15. ludicrous | 20. quick   | 24. uncommon     |
| 16. method    | 21. rough   | 25. wavering     |
| 17. obvious   |             |                  |

**EXERCISE 107.**

*Copy the following words and write opposite each one four other words which have the same or similar meaning.*

- |                   |                  |               |
|-------------------|------------------|---------------|
| 1. abundant       | 10. foolish      | 18. peril     |
| 2. always         | 11. gruff        | 19. plan      |
| 3. artifice       | 12. impertinent  | 20. quite     |
| 4. bargain        | 13. intent (n.)  | 21. route     |
| 5. cancel         | 14. kind (a.)    | 22. sure      |
| 6. compensation   | 15. magnificence | 23. transcend |
| 7. deem           | 16. mysterious   | 24. unusual   |
| 8. eccentric (a.) | 17. old          | 25. way       |
| 9. estate         |                  |               |

**EXERCISE 108.**

*Copy the following words and write opposite each one four other words which have the same or similar meaning.*

- |                 |                   |                  |
|-----------------|-------------------|------------------|
| 1. accelerate   | 10. force         | 18. period       |
| 2. amend        | 11. guard         | 19. pleasant     |
| 3. ask          | 12. incite        | 20. rational     |
| 4. beautiful    | 13. intimate (v.) | 21. safe         |
| 5. candid       | 14. kindle        | 22. swift        |
| 6. competent    | 15. malice        | 23. treacherous  |
| 7. delighted    | 16. necessary     | 24. upright      |
| 8. effects (n.) | 17. ornament (v.) | 25. welcome (a.) |
| 9. eternal      |                   |                  |

**EXERCISE 109.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |                |                   |               |
|----------------|-------------------|---------------|
| 1. accommodate | 10. fragile       | 18. perpetual |
| 2. ample       | 11. guess         | 19. polite    |
| 3. assemble    | 12. indication    | 20. real      |
| 4. benign      | 13. intrepid      | 21. sample    |
| 5. captious    | 14. lament        | 22. tale      |
| 6. complete    | 15. manifest (v.) | 23. trial     |
| 7. discern     | 16. nice          | 24. utterly   |
| 8. efficient   | 17. pain          | 25. yield     |
| 9. even (a.)   |                   |               |

**EXERCISE 110.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |                   |               |                 |
|-------------------|---------------|-----------------|
| 1. accurate       | 10. free      | 18. paltry      |
| 2. anger          | 11. harass    | 19. perplex     |
| 3. associate (n.) | 12. inform    | 20. ponder      |
| 4. blame (v.)     | 13. invite    | 21. reason (n.) |
| 5. capture        | 14. kind (n.) | 22. sly         |
| 6. concise        | 15. large     | 23. teach       |
| 7. disease        | 16. mark (n.) | 24. trick       |
| 8. eminent        | 17. niggardly | 25. vain        |
| 9. evident        |               |                 |

**EXERCISE 111.**

*Copy the following words and write opposite each one **four** other words which have the same or similar meaning.*

- |                |                  |               |
|----------------|------------------|---------------|
| 1. actual      | 5. celerity      | 9. exact (a.) |
| 2. announce    | 6. contemptible  | 10. frightful |
| 3. astonishing | 7. dismal        | 11. hard      |
| 4. bland       | 8. endeavor (v.) | 12. injury    |

- |                   |                |              |
|-------------------|----------------|--------------|
| 13. irrational    | 18. path       | 22. smart    |
| 14. lasting       | 19. pert       | 23. tedious  |
| 15. manifest (a.) | 20. portend    | 24. trifling |
| 16. massive       | 21. recreation | 25. valid    |
| 17. nimble        |                |              |

**EXERCISE 112.**

*Copy the following sentences, substituting for each of the italicized words a more appropriate synonym. Make no other changes.*

1. An *unusual* officer was posted near by to *defend* the entrance of the building. 2. Such *unusual efforts*, if continued, will eventually wear out his *power*. 3. A man *that* takes *lots* of *salutary* exercise in the *vacant atmosphere* and *devours* *healthy* food will not *frequently* demand the *offices* of a doctor. 4. New York is an *affluent* city, and many of its *New Yorkers* are men of *riches*. 5. The officials are now *managing* an examination into the *matters* of the *establishment*, with a view to *detecting* any abuses that may have existed under the *previous direction*. 6. The *compensation* of a good deed is found in the *sensibility* of inward *concurrence*. 7. It was *visible* that he did not try to *refine* his *remembrance*. 8. Those who *infract* the law must *disburse* the *forfeiture*. 9. His *hurts* proved *deadly*, having been *disregarded* too long. 10. The man was *enticed* into investing in this *dubious* venture by *fictitious* friends.



**EXERCISE 119.**

*Define the following words and use them in sentences.*

- |                              |                           |
|------------------------------|---------------------------|
| 61. pedestal, pedestrian.    | 66. populace, population. |
| 62. pertinent, pertinacious. | 67. premier, primate.     |
| 63. physic, physics.         | 68. primary, primitive.   |
| 64. policy, polity.          | 69. process, procession.  |
| 65. political, politic.      | 70. product, produce.     |

**EXERCISE 120.**

*Define the following words and use them in sentences.*

- |                            |                              |
|----------------------------|------------------------------|
| 71. propose, purpose.      | 76. responsible, responsive. |
| 72. rate, ratio.           | 77. rote, rotation.          |
| 73. regiment, regimen.     | 78. sagacious, sage.         |
| 74. remittance, remission. | 79. salutary, salubrious.    |
| 75. reservation, reserve.  | 80. sanguine, sanguinary.    |

**EXERCISE 121.**

*Define the following words and use them in sentences.*

- |                           |                             |
|---------------------------|-----------------------------|
| 81. scribe, scribbler.    | 86. spiritual, spirituous.  |
| 82. sectarian, sectional. | 87. suit, suite.            |
| 83. sensible, sentient.   | 88. sumptuous, sumptuary.   |
| 84. specie, species.      | 89. supernatural, supernal. |
| 85. spectator, specter.   | 90. tangible, tangent.      |

**EXERCISE 122.**

*Define the following words and use them in sentences.*

- |                           |                            |
|---------------------------|----------------------------|
| 91. temporary, temporal.  | 96. transient, transitory. |
| 92. tenant, tenet.        | 97. treatise, treatment.   |
| 93. tenor, tenure.        | 98. turbulent, turbid.     |
| 94. testament, testimony. | 99. variation, variety.    |
| 95. tolerable, tolerant.  | 100. virtuous, virtual.    |

## DEFINITION AND USE OF WORDS.

### EXERCISE 123.

*Correct the following errors, by substituting proper words for those misused; and improve the wording of the sentences where necessary.*

1. The soldiers had to give up fighting because their militia gave out.
2. The treason Benedict Arnold was despised.
3. Hesitate to think before you answer.
4. The squirrel ran into the orifice in the tree.
5. The man was effected with rheumatism.
6. His heart is somewhat effected, I think.
7. The man was sentenced with guilt.
8. She had a very lenient way of expressing her displeasure.
9. He professed his guilt.
10. If you apply salve to that sore, it will remedy it in a short while.
11. The medal was rewarded to him for his bravery.
12. The Indians excruciated their captives.
13. His crime was so great that it could not be erased.
14. The workmen dug up the cranium of an Indian while making the execrations.
15. The asterisk was very bright.
16. He infringed on the law.
17. The secret was concealed.
18. The verdict for the prisoner was ten years.
19. An academy is an institution for the decimation of learning.
20. The caricature evicted roars of merriment.

5. He will inherit the money to his brother.
6. The culprit was stopped up.
7. To sieve ashes is very disagreeable.
8. He was arrested as a flagrant.
9. He suffixed his signature to the petition.
10. Such expression are very defensive.
11. That whip has proved very permanent.
12. He was found very insufficient as a clerk.
13. The sentence was worded so that he could not construct it to mean anything else.
14. He had a strong tendency to read the book.
15. The man has a very amicable disposition.
16. This book contains useful inflammation.
17. Are you unerring that the example is write?
18. The girl attended to her work at the incipient of the day, and then she had it finished in time.
19. Alter that mistake then your paper will be alright.
20. Harrisburg is the metropolis of Pa.

### EXERCISE 127.

*Correct the following errors, by substituting proper words for those misused; and improve the wording of the sentences where necessary.*

1. They intend to enhance the building and have a store under it.
2. The people are not very abundance at the north pole.
3. Hoist the window !
4. The lynx is a vivid animal.
5. She has a haughty and imperative disposition.
6. The house was erected by lightning.
7. There is great adversity of opinion among them on that subject.
8. His talk is quite incohesive at times.
9. The student tried to ameliorate his reading but it was a failure.
10. It was a difficult apparition to deform.

11. They decided to make a prominent arrangement with him.
12. My father is quite imminent with the owner of that building.
13. He was unwilling to except the offer.
14. The editor got an anomalous letter about the man.
15. I would proffer to be by myself.
16. We studied about the abrasion of light in the philosophy class.
17. That man is a great ingenious.
18. They did it in appliance with the orders they had.
19. He is comprehensive that the firm may fail.
20. He had always been accustomed to luxuriant living.

**EXERCISE 128.**

*Define the following words and use them in sentences.*

(A *definition* is "such a description of a word or thing as serves to distinguish it from all other things." In the following exercises give *definitions*, not *synonyms*.)

- |                |                  |              |
|----------------|------------------|--------------|
| 1. accede      | 8. encouragement | 15. prestige |
| 2. ascertain   | 9. facilities    | 16. robust   |
| 3. assets      | 10. heinous      | 17. surmise  |
| 4. course      | 11. imminent     | 18. suspense |
| 5. creditable  | 12. illiterate   | 19. sanguine |
| 6. discrepancy | 13. municipal    | 20. usury    |
| 7. deprecated  | 14. principle    |              |

**EXERCISE 129.**

*Define the following words and use them in sentences.*

- |                  |                |                   |
|------------------|----------------|-------------------|
| 1. advice        | 8. exaggerate  | 15. pecuniary     |
| 2. anticipate    | 9. funereal    | 16. premature     |
| 3. billed        | 10. hereditary | 17. rife          |
| 4. characterized | 11. imperative | 18. superficial   |
| 5. capillary     | 12. maritime   | 19. sparse        |
| 6. descent       | 13. mediocre   | 20. unprecedented |
| 7. deleterious   | 14. ornate     |                   |

**EXERCISE 130.**

*Define the following words and use them in sentences.*

- |                 |                   |              |
|-----------------|-------------------|--------------|
| 1. accrued      | 8. excellence     | 15. palliate |
| 2. affect       | 9. function       | 16. respite  |
| 3. collateral   | 10. imperceptible | 17. serial   |
| 4. compromise   | 11. inflexible    | 18. sagacity |
| 5. complaisant  | 12. judicious     | 19. succumb  |
| 6. desirability | 13. menace        | 20. voracity |
| 7. ether        | 14. palette       |              |

**EXERCISE 131.**

*Define the following words and use them in sentences.*

- |                |                   |                |
|----------------|-------------------|----------------|
| 1. appliances  | 8. exception      | 15. precede    |
| 2. arraign     | 9. finale         | 16. recede     |
| 3. borne       | 10. incapacitated | 17. stationary |
| 4. commodities | 11. illicit       | 18. suite      |
| 5. concur      | 12. leisure       | 19. treatise   |
| 6. device      | 13. maintenance   | 20. vulnerable |
| 7. extent      | 14. precision     |                |

**EXERCISE 132.**

*Define the following words and use them in sentences.*

- |              |               |                 |
|--------------|---------------|-----------------|
| 1. allude    | 8. especially | 15. quorum      |
| 2. accuracy  | 9. fulsome    | 16. rescind     |
| 3. censure   | 10. intercede | 17. statute     |
| 4. confidant | 11. ingenuous | 18. statistics  |
| 5. debris    | 12. loose     | 19. tendency    |
| 6. definite  | 13. martial   | 20. vicissitude |
| 7. exhibits  | 14. pleas     |                 |

**EXERCISE 133.**

*Define the following words and use them in sentences.*

- |                 |                |                  |
|-----------------|----------------|------------------|
| 1. accept       | 8. effigy      | 15. ratify       |
| 2. altogether   | 9. futile      | 16. requite      |
| 3. apprehensive | 10. incite     | 17. symbol       |
| 4. bourn        | 11. inaccurate | 18. solace       |
| 5. complacent   | 12. liniment   | 19. transmission |
| 6. deteriorate  | 13. mien       | 20. vitiate      |
| 7. effect       | 14. prevalence |                  |

**EXERCISE 134.**

*Define the following words and use them in sentences.*

- |               |                |                    |
|---------------|----------------|--------------------|
| 1. advise     | 8. essay       | 15. responsibility |
| 2. adequate   | 9. fundamental | 16. recurrence     |
| 3. consummate | 10. inadequate | 17. scathing       |
| 4. canvass    | 11. impetus    | 18. solicitous     |
| 5. disease    | 12. lineament  | 19. tedious        |
| 6. encore     | 13. negotiate  | 20. valiant        |
| 7. exceed     | 14. partisan   |                    |

**EXERCISE 135.**

*Define the following words and use them in sentences.*

- |                |                 |                |
|----------------|-----------------|----------------|
| 1. acquire     | 8. extricate    | 15. recommend  |
| 2. accommodate | 9. fastidious   | 16. relinquish |
| 3. belligerent | 10. inclemency  | 17. subtle     |
| 4. cereal      | 11. influential | 18. sinecure   |
| 5. confiscate  | 12. liquidate   | 19. threshold  |
| 6. de cease    | 13. necessity   | 20. vagary     |
| 7. expectation | 14. principal   |                |

**EXERCISE 136.**

*Define the following words and use them in sentences.*

- |                |                   |                  |
|----------------|-------------------|------------------|
| 1. augmented   | 8. eradicate      | 15. reference    |
| 2. allegation  | 9. gratuitous     | 16. reminiscence |
| 3. courteous   | 10. inexhaustible | 17. successors   |
| 4. caret       | 11. inevitable    | 18. species      |
| 5. custom      | 12. lucrative     | 19. temerity     |
| 6. devise      | 13. nauseous      | 20. vehement     |
| 7. expenditure | 14. project       |                  |

**EXERCISE 137.**

*Define the following words and use them in sentences.*

- |                 |                |                  |
|-----------------|----------------|------------------|
| 1. allowance    | 8. exterminate | 15. respectively |
| 2. apprise      | 9. fictitious  | 16. revulsion    |
| 3. coarse       | 10. injunction | 17. syndicate    |
| 4. confidential | 11. impossible | 18. summary      |
| 5. connoisseur  | 12. loquacious | 19. transient    |
| 6. dissent      | 13. nucleus    | 20. versatile    |
| 7. elicit       | 14. palate     |                  |

**EXERCISE 138.**

*Define the following words and use them in sentences.*

- |                 |                |                |
|-----------------|----------------|----------------|
| 1. assignable   | 8. expedite    | 15. radiant    |
| 2. access       | 9. grateful    | 16. routine    |
| 3. council      | 10. imbecile   | 17. stationery |
| 4. compensation | 11. infallible | 18. strata     |
| 5. clique       | 12. mutilate   | 19. tangible   |
| 6. discredited  | 13. negotiable | 20. whether    |
| 7. excess       | 14. plaintive  |                |

**EXERCISE 139.**

*Define the following words and use them in sentences.*

- |                |               |               |
|----------------|---------------|---------------|
| 1. alligation  | 8. erroneous  | 15. revenue   |
| 2. attachment  | 9. glutinous  | 16. semblance |
| 3. convenience | 10. incidents | 17. sculpture |
| 4. chargeable  | 11. intrigue  | 18. supple    |
| 5. construe    | 12. notable   | 19. technical |
| 6. depicted    | 13. pallet    | 20. wreathes  |
| 7. exorbitant  | 14. precedent |               |

**EXERCISE 140.**

*Define the following words and use them in sentences.*

- |               |                 |                  |
|---------------|-----------------|------------------|
| 1. appraise   | 8. emanated     | 15. retrieve     |
| 2. arrears    | 9. gratis       | 16. seclusion    |
| 3. competent  | 10. illegible   | 17. satisfactory |
| 4. compliance | 11. investigate | 18. satire       |
| 5. cartoon    | 12. maturity    | 19. tenacious    |
| 6. despicable | 13. occurrence  | 20. wield        |
| 7. elude      | 14. probity     |                  |

**EXERCISE 141.**

*Define the following words and use them in sentences.*

- |              |                 |                 |
|--------------|-----------------|-----------------|
| 1. assay     | 8. formerly     | 15. recompense  |
| 2. acquiesce | 9. gracious     | 16. specious    |
| 3. costume   | 10. inducements | 17. supersede   |
| 4. clothe    | 11. irrelevant  | 18. trite       |
| 5. captious  | 12. mettle      | 19. undeviating |
| 6. dissemble | 13. opportune   | 20. weird       |
| 7. extant    | 14. participate |                 |



**EXERCISE 142.**

*Define the following words and use them in sentences.*

- |                 |                  |               |
|-----------------|------------------|---------------|
| 1. advantageous | 8. favorably     | 15. pique     |
| 2. anomalous    | 9. gorgeous      | 16. replenish |
| 3. carat        | 10. importunate  | 17. savory    |
| 4. confirmation | 11. ineligible   | 18. statue    |
| 5. culpable     | 12. indigent     | 19. symptom   |
| 6. docile       | 13. multiplicity | 20. whereas   |
| 7. evasion      | 14. ordinance    |               |

**EXERCISE 143.**

*Define the following words and use them in sentences.*

- |                |                   |                 |
|----------------|-------------------|-----------------|
| 1. accumulated | 8. formally       | 15. retrograde  |
| 2. aggregate   | 9. hoarse         | 16. serene      |
| 3. capitol     | 10. insight       | 17. salutary    |
| 4. counsel     | 11. indomitable   | 18. surfeit     |
| 5. deference   | 12. miscellaneous | 19. undulations |
| 6. discretion  | 13. obstacle      | 20. zealous     |
| 7. essential   | 14. perfunctory   |                 |

**EXERCISE 144.**

*Define the following words and use them in sentences.*

- |                   |                  |                     |
|-------------------|------------------|---------------------|
| 1. approval       | 8. financial     | 15. retributive     |
| 2. assess         | 9. harass        | 16. subsidize       |
| 3. current        | 10. ingenious    | 17. stature         |
| 4. correspondents | 11. interrogated | 18. substantiate    |
| 5. disbursements  | 12. morbid       | 19. unsophisticated |
| 6. decipher       | 13. ostensible   | 20. veracity        |
| 7. endeavor       | 14. peremptory   |                     |

**ONE HUNDRED DIFFICULT WORDS.***Learn the Definitions.*

- |                   |                   |
|-------------------|-------------------|
| 1. achromatic     | 26. environs      |
| 2. acrid          | 27. ermine        |
| 3. anachronism    | 28. epigram       |
| 4. aniline        | 29. escutcheon    |
| 5. antipodes      | 30. extirpate     |
| 6. antiseptic     | 31. fillet        |
| 7. aphorism       | 32. garrulity     |
| 8. aquiline       | 33. gregarious    |
| 9. badinage       | 34. hereditament  |
| 10. bagatelle     | 35. hirsute       |
| 11. bivouac       | 36. hypercritical |
| 12. bizarre       | 37. idiosyncrasy  |
| 13. calcareous    | 38. igneous       |
| 14. calcined      | 39. incubus       |
| 15. caricature    | 40. indigenous    |
| 16. charlatan     | 41. iridescent    |
| 17. chicanery     | 42. irrefragable  |
| 18. concatenation | 43. lethargic     |
| 19. contumely     | 44. literati      |
| 20. denizens      | 45. lugubrious    |
| 21. desiccated    | 46. macerate      |
| 22. didactic      | 47. maelstrom     |
| 23. dilettanti    | 48. medallion     |
| 24. elixir        | 49. microcosm     |
| 25. empirical     | 50. misanthrope   |

- |                     |                  |
|---------------------|------------------|
| 51. mnemonic        | 76. prothonotary |
| 52. monody          | 77. publicist    |
| 53. moribund        | 78. puissant     |
| 54. myrmidon        | 79. recondite    |
| 55. naively         | 80. reflux       |
| 56. numismatic      | 81. rescission   |
| 57. obdurate        | 82. resumé       |
| 58. obliquity       | 83. sacrament    |
| 59. odium           | 84. salient      |
| 60. ophthalmic      | 85. saline       |
| 61. pageant         | 86. sardonic     |
| 62. panegyric       | 87. scintilla    |
| 63. paraphernalia   | 88. serried      |
| 64. paraphrase      | 89. silhouette   |
| 65. pariah          | 90. soirée       |
| 66. partitive       | 91. solstice     |
| 67. phalanx         | 92. splenetic    |
| 68. philatelic      | 93. travesty     |
| 69. pilaster        | 94. trenchant    |
| 70. piquant         | 95. truculent    |
| 71. plenipotentiary | 96. tyro         |
| 72. posthumous      | 97. vampire      |
| 73. prefect         | 98. vignette     |
| 74. presage         | 99. vitreous     |
| 75. prescience      | 100. wroth       |

## CAPITALIZATION.

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*Rule 1.*—The first word of every sentence should begin with a capital letter.

*Rule 2.*—Every proper noun, or individual name, should be capitalized.

*Rule 3.*—The pronoun *I* and the interjection *O* are never to be written in "lower case."

*Rule 4.*—Most abbreviations (especially initials) are capitalized.

*Rule 5.*—Proper adjectives should be capitalized.

*Rule 6.*—All words used to denominate the Deity should be written with capitals.

*Rule 7.*—Titles of honor or courtesy should be capitalized.

*Rule 8.*—The names of things *personified* should begin with capital letters.

*Rule 9.*—Every line of poetry, and the first word of every direct or complete quotation, should begin with a capital.

*Rule 10.*—The principal words in titles and headings are capitalized, and any word of special importance may be capitalized by way of emphasis or distinction.

The following illustrations, given in Kerl's Grammar, serve to show the importance of the proper use of capitals :

The Monticello academy is an academy in Monticello that bears the name of Montrose Academy.

The city of New York, or New York city, is generally called New York ; but Jersey City or Jefferson City needs both words to make the name.

"William Penn with a few Friends" is very different from "William Penn with a few friends."

The phrase "Divine assistance" refers directly to God, but the phrase "divine beauty" does not.

Such is the union of the States that they are often called the Union or the United States.

I went with him to visit the Lakes ; *i. e.*, a celebrated group of lakes.

"The Erie Canal" is wholly a name ; but the "Erie and Ohio canal" is understood as being the canal between Lake Erie and the Ohio river.

We can see white mountains in almost any mountainous country, but the White Mountains are in New Hampshire.

"Our Constitution" does not refer to our health, nor does "our State" refer to our condition.

"The state of Virginia" may mean how Virginia is.

In the most modern style the word *street*, in names of streets, is written with a small initial ; as, Peirce School is on Chestnut street, near the corner of Ninth street.

The names of the seasons—spring, summer, autumn or fall, and winter—are written without capitals ; but the months of the year—January, February, March, etc.—and the days of the week—Sunday, Monday, Tuesday, etc.—are always capitalized.

# PUNCTUATION.

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## FULL POINTS.

*Every sentence ends with a full stop.*

The distinguishing feature of a full stop is a *dot on the line* of writing (with or without some other mark). The full-points are : (1) The simple full stop ( . ) called the *period* ; (2) the full stop after a question ( ? ) called the *interrogation point*, or question mark ; (3) the full stop after an exclamation ( ! ) called the *exclamation point* ; and (4) the *colon* ( : ) used at the end of a sentence which introduces (a) a list of articles, (b) a series of sentences or expressions, (c) a formal quotation. (This mark was formerly used as an intermediate point, but is now used almost exclusively as a full stop.)

## INTERMEDIATE POINTS.

The intermediate points are used to separate the parts of a sentence, where necessary, in order to assist the reader to grasp more readily its meaning.

The intermediate points are : (1) The *comma* ( , ) which is the ordinary mark of separation (indicating a pause in reading) ; and (2) the *semicolon* ( ; ) which is used to distinguish the greater divisions of a sentence from those of minor importance, when the form of expression necessitates subdivision. The question mark ( ? ) and exclamation point ( ! ) are also (rarely) used as intermediate points, when a sentence is included within a sentence ; as when a question is quoted with some additional expression forming part of the same sentence ; or when an exclamation is included in a sentence, that is, when it is followed by an expression to which it is closely united.

**General Ideas on the Full Points. (. ? ! :)**

(1) The "dot on the line," which, when standing alone, is called the period (.), is always a notification to the reader that "The sentence ends here." (2) The question mark (?) notifies the reader, "The sentence ends here; the sentence just ended is to be understood as a question." (3) The exclamation (!) says, "The sentence ends here; this sentence is to be understood as expressing *surprise*, *astonishment*, *indignation* or other *feeling* on the part of the writer." (4) The colon (:) says, "The sentence ends here; this sentence *introduces* what follows, and is to be understood as relating to all parts alike."

Observe that there is a "dot on the line" at the end of *every sentence*; it forms part of every full stop.

**General Ideas on the Intermediate Points. (;)**

Observe that the semicolon is a "greater comma"—a "comma with a dot over it"; that the part *on the line* is the same as the comma; that in all these points—full points and intermediate points—the part on the line is either a *period* or a *comma*, and that this marks the distinction between full stops and intermediate points—the full points are plain and modified *periods*, and the intermediate points are a plain and a modified *comma*.

1. There are two kinds of punctuation, which differ principally in the use of the *comma*. *Close punctuation* is characterized by the use of many commas; *open punctuation*, by the "avoidance of all pointing not clearly required by the construction." As the object of punctuation is "to facilitate a clear comprehension of the sense," *open punctuation* has become the prevalent usage.

2. The *semicolon* should never be used except between independent expressions, that is, those which are capable of standing alone as separate sentences or items in lists.

## THE FULL POINTS.

## I. The Period. (.)

*Rule 1.*—A sentence that expresses an ordinary statement—called a declarative sentence—ends with a period.

Your favor of the first instant came duly to hand.

The goods are satisfactory.

We have not yet received a reply to our communication of the 12th ultimo.

*Rule 2.*—A sentence that expresses a command, direction or request—called an imperative sentence—ends with a period.

Ship the above by freight at once.

Accept our thanks for your promptness.

Please do what you can for us.

Kindly call and examine them at your earliest opportunity.

## II. The Interrogation Point. (?)

*Rule 3.*—A sentence that expresses a question—called an interrogative sentence—ends with an interrogation point.

Is it expected that these assessments will be sufficient to cover all expenses?

May we ask the kindness of your receipting and returning to our cashier the enclosed voucher?

Can you not favor us with an order?

Will you kindly call and examine them at your earliest opportunity?

## III. The Exclamation Point. (!)

*Rule 4.*—A sentence that expresses surprise, astonishment, or strong *feeling*—called an exclamatory sentence—ends with an exclamation point. (Sometimes with more than one.)

What an idea!

Selling out below cost!!!

*Rule 5.*—The exclamation point should be placed after an interjection.

Hark! Did you hear that noise?

Hush! They will hear you.



## IV. The Colon. ( : )

*Rule 6.*—A sentence that introduces a list of articles, a series of sentences or expressions, or a formal quotation, ends with a colon.

## 1. Introducing a list of articles.

We have reduced prices on all grades as follows :

Selected No. 1 X, \$11.75 per gross ton.

" No. 2 X, 11.25 " " "

" No. 2 Plain, 10.75 " " "

Please ship us immediately the following :

150 copies Peirce Manual of Bookkeeping.

100 " Peirce Manual of Business Forms and Customs.

## 2. Introducing a series of sentences or expressions.

Dear Sir: Your favor of the 1st instant at hand. We have entered your order for shipment. Accept our thanks for same.

The advantages of this appliance are briefly these: 1. It facilitates the work. 2. It saves time. 3. It saves money.

We would suggest that you write to the following persons: A. C. Jones, Chester, Pa.; William Snow, Media, Pa.; R. Townsend, Atlantic City, N. J.

These are the present rates: To Cleveland, 32 cents per 100 lbs.; to Chicago, 38 cents; to Minneapolis, 43 cents.

3. Introducing a *formal* quotation.

We received from him this reply: "Shipment was forwarded this morning."

They have wired us as follows: "Consignees refuse to receive goods. Have shipper advise disposition promptly."

Note 1.—If a quotation is not *formally* introduced, that is, if the introductory expression is not a complete sentence, the comma is used and not the colon. The colon—a full point—marks a full stop for the reader (observe that, in reading, the voice falls at that point); the comma—an intermediate point—indicates a pause only, without lowering of the voice.

He replied, saying, "Shipment was forwarded this morning."

Their telegram reads, "Consignees refuse to receive goods. Have shipper advise disposition promptly."

Note 2.—If a quotation is not *introduced* at all, that is, if the preceding sentence does not directly refer to it, the colon should not be used, but the period.

I would call your attention to some of the remarks in his letter.  
 "This firm is new in the business." "They have not yet an established trade."

Note 3.—The use of the colon in a paragraph conveys to the mind of the reader the same impression that a *brace* does in an outline ; as,

Advantages.	{	1. Facilitates work.
		2. Saves time.
		3. Saves money.

## THE INTERMEDIATE POINTS.

### I. The Comma. (,)

*Rule 7.*—Words or phrases which occur between the more important parts of a sentence and interrupt the connection should be set off by commas.

Mr. Adams, representing Mr. Brown, has appointed Thursday afternoon next for a settlement.

Please send us, if convenient, a few specimens of your work.

We can let you have them, if ordered at once, at six and one half cents per pound.

Is there anything, in your judgment, that can be done to improve the condition of this property ?

We have a claim against John Smith, Harrisburg, Pa., amounting to \$112.

Mr. Henderson, the shipper, requested us to present the matter to you.

You understand, of course, that we have many such applications.

We think, however, that the demand will be light the balance of this week.

We do not, as a rule, make any deviation from these rates.

In the foregoing illustrations the commas are used to "side-track" the interrupting portion. These interruptions are called "parenthetical expressions." Observe how these sentences will read if the *parenthetical* portion is omitted. Also observe the distinct pause at each comma, in reading these sentences. If a sentence reads just as well, or better, without any pause, it is better to omit commas.

*Rule 8.*—The comma should be used a separatrix between the parts of a sentence wherever a pause is *necessary* in reading.

(a) To separate the clauses in a compound or complex sentence.

If this is not satisfactory, please notify us at once.

Our principals are urging us for settlement of your September account, and we are compelled to ask that you honor draft on you at ten days from this date.

As there is not much work on the order sheets, perhaps you can work them in at the same cost as catalogue.

Upon receipt of catalogue we will mark the articles we think we can use, and will then write you for prices.

If you will send us a copy, we will let you know further.

If you desire any further information regarding the matter at any time, we shall be pleased to give it to you.

It is very rare for us to have complaint of Upper Lehigh coal, and when we do we endeavor to make satisfactory adjustment.

We regret to say that we are not able to ship at 55c. per ton, and therefore did not enter the order.

This is a very bad time for them to be lying there, as there is a possibility of their freezing.

You can hold us responsible for every word we have expressed in its favor, and we will make good any loss you may sustain by assisting us in placing it before the public.

While we have every wish to be liberal, it is necessary for us to have certain rules to prevent being imposed upon.  
per a.

If you will kindly give us the date on which this shipment was made, we shall be pleased to issue evidence of shipment.

We are in no hurry for these, but we would like to know that we can have them when we send for them.

We shall esteem it an especial favor if you will have these delivered at once, or if you will give bearer an order to send for them immediately.

(b) To separate the parts of a series of words or phrases.

We also have on hand a large stock of raisins, dates, figs, grapes, etc. It will save regrets, cash, time and disappointment.

Please mail us an illustrated catalogue of telegraphic instruments, electric batteries, motors, etc.

This journal is devoted to the trade in oils, paints, colors, white lead, varnishes, glass, drugs, chemicals, dyestuffs, glue, starch, etc.

We invite the attention of manufacturers, jobbers and importers.

You are expected to make daily, weekly and monthly reports to this office.

This fan is adapted for use in the house, on the street, upon the cars, at theatres, etc.

(c) To point off independent or "introductory" expressions.

Thanking you for past favors, we solicit your future orders.

Hoping to hear from you soon, we remain, etc.

When mixed with Southern soft irons, it makes a very desirable mixture.

Replying to yours of recent date, we quote you as follows :

(d) To point off "relative" clauses when not *restrictive* (that is, clauses introduced by *who*, *which*, or *that*, which do not *limit* the meaning of the preceding expression.)

We would refer you to Mr. Williams, who is general manager at that point.

We have ordered these goods from Messrs. Wilkins & Co., who are the manufacturers' agents.

We take pleasure in enclosing samples, which we hope may prove satisfactory.

I hope to be favored with your esteemed orders, which shall have careful attention.

Note.—When the relative clause is restrictive it must not be pointed off.

This notice is given in the interest of those who are concerned in the matter.

The goods we shipped were exactly like the sample which he selected.

We thank you very much for the information that you have given us.

## II. The Semicolon. (;)

*Rule 9.*—When the members of a compound sentence are subdivided by the comma, they should be separated from each other by the semicolon.

We have been lenient with you, preferring not to cause you any trouble on this charge ; but unless this account is settled within ten days from date, we shall be compelled to take legal steps to investigate.

The cost of making No. 1 would be about \$5 or \$6 ; No. 2, \$4 ; and No. 3, about \$3.

The mistake, however, was yours ; your order called for No. 8100, as you will notice by consulting yours of December 31st.

We do not know why these goods were refused ; in fact, we were not aware that they had not been called for.

*Rule 10.*—Use a semicolon when the conjunction has been omitted between independent clauses.

The information contained in this communication may prove of interest and value to you ; it is sent for that purpose.

We note your order ; same will go forward to-day.

## OTHER MARKS.

### The Dash. (—)

*Rule 11.*—An *abrupt* pause, or sudden change in the construction of the sentence, is indicated by the dash.

You can have the entire lot for that amount—cases and all.

There is one item you have omitted—the fasteners.

### The Parenthesis. ( )

**Rule 12.**—Marks of parenthesis are used when an expression quite disconnected from the rest of the sentence is abruptly introduced.

We have in our December clearance list (a copy of which we enclose herewith) two or three excellent instruments offered at greatly reduced rates.

Dashes are often used in place of the parenthesis.

The books which you have—namely, the visiting and cash books—will be sufficient to prove our claim.

### The Hyphen. (-)

**Rule 13.**—Use the hyphen between the parts of a compound word when both are strongly accented; also at the end of a line, to mark the division of a word when one or more syllables are carried to the next line. Be careful, in such cases, to divide words *between the syllables*.

First-rate; wheel-shaped; electro-magnetism; go-as-you-please.

### The Apostrophe. (')

**Rule 14.**—Use the apostrophe to mark the possessive case of nouns; also to mark the omission of letters from the middle of a word in a few abbreviations formed in this way.

Tennyson's poems; our nation's flag; e'er; o'er; don't; 'tis.

### Quotations. (" ")

**Rule 15.**—Quotation marks should be placed before and after all quotations, used as such. A quotation within a quotation is indicated by the use of *single* inverted commas ( ' ' ).

We must admit that "much may be said on both sides."

"Wal'r, my boy," replied the captain, "in the Proverbs of Solomon you will find the following words, 'May we never want a friend in need, nor a bottle to give him!' When found, make a note of."—DICKENS, *Domby and Son*.

**EXERCISE 145.**

*Copy the following sentences, punctuating them according to Rules 1, 2, 3, 4, and 5.*

1. The men are working hard
2. The sun is shining brightly
3. Was the cold intense
4. Were you in the carriage
5. Oh the train is wrecked
6. Why did they allow it
7. Can you perform the task
8. Hurrah the field is won
9. Cease that noise
10. You shall do as I say
11. How many acres does the field contain
12. The vessel has three masts
13. What discounts will you allow
14. Is your life insured
15. Does the bin hold eighty-four bushels
16. Are those people industrious
17. What a scandalous report
18. Thirty men were captured
19. What trees those were
20. How many persons were present
21. When do you intend to return
22. He was twelve years of age
23. Do as I tell you
24. How do you like your new residence

**EXERCISE 146.**

*Copy the following sentences, punctuating them according to Rules 7 and 8, and using capital letters and periods where necessary.*

1. A bill of yours drawn "as per advice" though without our having been advised of it has this day been presented to us for acceptance.

2. I am extremely anxious in view of the approaching busy season to have this matter cleared up and the account settled.
3. I shall willingly wait as I know that you require time to consider the matter and make the necessary calculations.
4. We trust that you will consider this communication as strictly confidential and we assure you that we shall regard your reply in the same light.
5. We have opened negotiations with mr c e smith agent for vance & co contractors and builders.
6. We have just ordered a large assortment of goods from h b claffin & co of new york.
7. In accordance with your request we enclose you a copy of the contract.
8. In order to accommodate you we have arranged to have the goods delivered a week or ten days earlier.
9. We are glad to report that the firm you inquire about are honest enterprising prudent merchants worthy of credit for all they will buy.
10. Our mr lewis will be in your city on tuesday wednesday and thursday of next week and we hope you will favor him with your orders.

### EXERCISE 147.

*Copy the following sentences, punctuating according to all the Rules, and using capitals where necessary.*

1. He started for cincinnati on saturday june 11 1892.
2. If you receive the order by friday can you ship the goods on or before the following thursday.
3. The other articles although in some demand do not find so ready a sale.
4. Your esteemed favor of the 12th inst is at hand and we take pleasure in complying with your request.



5. We were notified by your agent mr lennox that the goods would be promptly forwarded but we have now waited for over a week without hearing from you.
6. In reply to his friends inquiry the author said the italics are the editors not mine.
7. The eureka is in steady demand the little gem however does not find favor in this market.
8. We do not like them so well as his former style do you.
9. What exclaimed maj arnold do you mean to tell me i am a fool.
10. I am afraid though I didn't tell him so that the firm is about to fail.

### EXERCISE 148.

*Copy the following sentences, punctuating and using capitals where necessary.*

1. Your valued favor of the 20th inst is received with inclosure as stated we pass the amount \$123.43 to your credit.
2. Your order to hand and entered for shipment but we beg to say that before shipping we shall await your remittance as we deal only upon a cash basis.
3. We must therefore request you not to draw and under the circumstances you will no doubt consent to wait.
4. As we said in our letter of jan 4 1892 we have no doubt the bill was paid but we want to know to whom it was paid and you certainly must have the receipt.
5. In reply will state that on application to our ticket agent at no 25 s 4th st or at union depot at st louis you can procure through tickets from st louis to albuquerque n mex at the following rates viz first class unlimited \$38 second class \$30.

6. Was the stock sold reg or s3.
7. Jumping from his chair he shouted hold on there and rushed out after the fleeing boys.
8. Prices may drop at any minute who knows.
9. The city of paris will sail tomorrow.
10. I have been reading twenty years in congress by the hon jas g blaine.

**EXERCISE 149.**

*Copy the following sentences, punctuating and using capitals where necessary.*

1. Yours of the 20th inst notifying us of your intention to draw on us at ten days sight is at hand and we reply to advise you of our readiness to accept and pay the draft.
2. We have entire confidence in our agent mr munson in his management of these affairs.
3. We thank you for your letter of 28th ult with order for 50 bbls each of bridal veil and pillsburys best same will go forward promptly.
4. Mr jacksons brother has traveled as solicitor through wisconsin michigan illinois iowa and nebraska and he is now on a tour through missouri and kansas.
5. Their telegram received this morning reads shipped one hundred clarks extra today forward second lot tomorrow.
6. We send you tonight by express care brooks bros topeka kans full case of samples.
7. Can you give us any information in regard to the standing of messrs drake potter & co of dayton o.
8. Mr edwards left early last week for omaha and he asks that I have these orders forwarded to mr smith at omaha as he will be there next wednesday.

9. Will you kindly advise us what the additional charge of \$13 22 is for.
10. We think you must be mistaken as to the offer of 10 and 5 off we have no recollection of offering more than the usual rate 10 off.

### EXERCISE 150.

*Copy the following, using the proper punctuation mark at each of the places indicated and capitals where necessary.*

nature is not at variance with art\* nor art with nature\* they being both the servants of his providence\* art is the perfection of nature\* were the world now as it was the sixth day\* there were yet a chaos\* nature hath made one world\* and art another\* in brief\* all things are artificial\* for nature is the art of god\*\*sir thomas browne\*

it is saying less than the truth to affirm that an excellent book\* and the remark holds almost equally good of a raphael as of a milton\* is like a well\*chosen and well\*tended fruit tree\* its fruits are not of one season only\* with the due and natural intervals\* we may recur to it year after year\* and it will supply the same nourishment and the same gratification\* if only we ourselves return to it with the same healthful appetite\*\*coleridge\*

### EXERCISE 151.

*Copy the following, using the proper punctuation mark at each of the places indicated and capitals where necessary.*

books are friends\* and what friends they are\* their love is deep and unchanging\* their patience inexhaustible\* their gentleness perennial\* their forbearance unbounded\* and their

sympathy without selfishness\* strong as man\* and tender as woman\* they welcome you in every mood\* and never turn from you in distress\*\*langford\*

books are friends which every man may call his own\* the friendship of books never dies\* it grows by use\* increases by distribution\* and possesses an immortality of perpetual youth\* books are friends who\* under no circumstances\* are ever applied to in vain\* they can be relied on\* whoever else or whatever else may fail\*\*langford\*

### EXERCISE 152.

*Copy the following, using the proper punctuation mark at each of the places indicated and capitals where necessary.*

as i saw the last blue line of my native land fade away like a cloud in the horizon\* it seemed as if i had closed one volume of the world and its concerns and had time for meditation before i opened another\* that land\* too\* now vanishing from my view\* which contained all that was most dear to me in life\* what vicissitudes might occur in it\* what changes might take place in me\* before i should visit it again\* who can tell\* when he sets forth to wander\* whither he may be driven by the uncertain currents of existence\* or when he may return\* or whether it may be ever his lot to revisit the scenes of his childhood\*\*irving\*

### EXERCISE 153.

*Copy the following, using the proper punctuation mark at each of the places indicated and capitals where necessary.*

what\* then\* is to insure this pile\* which now towers above me\* from sharing the fate of mightier mausoleums\* the time must come when its gilded vaults\* which now spring so

loftily\* shall lie in rubbish beneath the feet\* when\* instead of the sound of melody and praise\* the wind shall whistle through the broken arches\* and the owl hoot from the shattered tower\* when the garish sunbeam shall break into these gloomy mansions of death\* and the ivy twine round the fallen column\* and the fox\*glove hang its blossoms about the nameless urn\* as if in mockery of the dead\* thus man passes away\* his name perishes from record and recollection\* his history is as a tale that is told\* and his very monument becomes a ruin\*\*irving\*

#### EXERCISE 154.

*Copy the following, using the proper punctuation mark at each of the places indicated and capitals where necessary.*

the every\*day cares and duties\* which men call drudgery\* are the weights and counterpoises of the clock of time\* giving its pendulum a true vibration\* and its hands a regular motion\* and when they cease to hang upon the wheels\* the pendulum no longer swings\* the hands no longer move\* the clock stands still\*\*longfellow\*

to think often\* and never to retain the thought so much as one moment\* is a very useless sort of thinking\* and the soul\* in such a state of thinking\* does very little\* if at all\* excel a looking\*glass\* which constantly receives a variety of images\* or ideas\* but retains none\*\*locke\*

#### EXERCISE 155.

*Copy the following, punctuating and using capitals where necessary.*

charles dickens was born at landport a suburb of portsmouth england february 7 1812 and died at his home known

as gadshill house near rochester kent june 9 1870 his father john dickens was a clerk in the navy pay-office young dickens received part of his education at chatham whither his parents had moved in 1816 his principal studies however were robinson crusoe don quixote gil blas and other novels in 1822 his father became bankrupt and was sent to prison for debt charless family then removed to london where the boy was put to work in a blacking factory his father now relieved by a small legacy became a reporter for the morning chronicle after attending school for two years the boy was placed in an attorneys office subsequently he learned shorthand and became parliamentary reporter for the true sun four years later he was joined to the staff of the morning chronicle.

### EXERCISE 156.

*Copy the following, punctuating and using capitals where necessary.*

the sea is his and he made it cries the psalmist of israel in one of those bursts of enthusiasm in which he so often expresses the whole of a vast subject by a few simple words whose else indeed could it be and by whom else could it have been made who else can heave its tides and appoint its bounds who else can urge its mighty waves to madness with the breath and wings of the tempest and then speak to it again in a masters accents and bid it be still who else could have peopled it with its countless inhabitants and caused it to bring forth its various productions and filled it from its deepest bed to its expanded surface filled it from its center to its remotest shores filled it to the brim with beauty and

mystery and power majestic ocean glorious sea no created  
being rules thee or made thee

what is there more sublime than the trackless desert all-  
surrounding unfathomable sea what is there more peacefully  
sublime than the calm gentle-heaving silent sea what is there  
more terribly sublime than the angry dashing foaming sea  
power resistless overwhelming power is its attribute and its  
expression whether in the careless conscious grandeur of its  
deep rest or the wild tumult of its excited wrath.

### EXERCISE 157.

*Copy the following, punctuating and using capitals where  
necessary.*

my boy you are entering by sloth into the most laborious  
of existences ah you declare yourself to be an idler then  
prepare yourself for labor have you ever seen a formidable  
machine which is called a flatting-press you must be on your  
guard against it for it is a crafty and ferocious thing and if  
it catches you by the skirt of the coat it drags you under it  
entirely this machine is indolence stop while there is yet time  
and save yourself otherwise it is all over with you and ere  
long you will be among the cog-wheels once caught hope for  
nothing more you will be forced to fatigue yourself idler and  
no rest will be allowed you for the iron hand of implacable  
toil has seized you you refuse to earn your livelihood have a  
calling and accomplish a duty it bores you to be like the  
rest well you will be different labor is the law and whoever  
repulses it as a bore must have it as a punishment you do  
not wish to be a laborer and you will be a slave.

**EXERCISE 158.**

*Copy the following, punctuating and using capitals where necessary.*

one of the company called to a plain clean old man with white locks pray father abraham what think you of the times will not those heavy taxes quite ruin the country how shall we ever be able to pay them what would you advise us to do father abraham stood up and replied if you would have my advice I will give it you in short for a word to the wise is enough as poor richard says they joined in desiring him to speak his mind and gathering round him he proceeded as follows friends says he the taxes are indeed very heavy and if those laid on us by the government were the only ones we had to pay we might more easily discharge them but we have many others and much more grievous to some of us we are taxed twice as much by our idleness three times as much by our pride and four times as much by our folly and from these taxes the commissioners cannot ease or deliver us by allowing an abatement however let us hearken to good advice and something may be done for us.

**EXERCISE 159.**

*Copy the following, punctuating and using capitals where necessary.*

it is said that john bunyan seeing a drunkard staggering along the street exclaimed there but for the grace of god goes john bunyan tolerance says goethe comes with age i see no fault committed that i myself could not have committed at some time or other.



truly we have but to look into our own hearts to find the germ of many a crime which only our more favored circumstances have prevented us from committing and would we ponder on this thought with a wise humility it might teach us not to palliate or excuse but "more gently to scan our fellow man" to judge mercifully of the sinner while we hate the sin and above all meekly to thank god not that we are better than other men but that we too have not been brought into temptations too fiery for our strength no man says the large-hearted poet burns can say in what degree any other persons besides himself can be with strict justice called wicked.

### EXERCISE 160.

*Copy the following letters in correct form, punctuating properly.*

philadelphia pa sept 12 1892 mr henry flint mount holly  
n j dear sir your communication of yesterday has just come  
to hand we hasten to reply you would do well to send in  
your apples at once we can assure you of prompt sales and  
good prices for all you have the potatoes you would do better  
to hold for the present the market is dull just now and prices  
will probably be higher later in the season let us hear from  
you whenever you are ready to ship we will give careful  
attention to your interests and feel confident you will be  
satisfied with the results yours truly jas e borden & co

new york dec 14 1890 james lewis esq 123 front st worces-  
ter mass dear sir your Sage Cheese have arrived they are not  
the kind of goods our customers want they are altogether too

soft they certainly will not keep we think to sell them would be to take 7 or 8 cents shall we close them best we can or return them to you if kept here they will have to go into cold storage and watch for customer very respectfully yours  
walter e carr & co.

**EXERCISE 161.**

*Copy the following letters in correct form, punctuating properly.*

boston mass jan 16 1891 messrs jones & haskell hartford conn gentlemen your postal at hand can send you a car of extra recleaned prince albert canada peas at 90 cents in bulk they are large bright and handsome the above price includes freight and duty paid you can have them in linen bags at 95 cents shall be glad to sell you let us hear from you again yours very truly gardiner & perkins

albany n y feb 18 1891 mr j c smith providence r i dear sir yours of the 16th received we see it is no fault of yours about the draft yes we will give you a car at \$1.72 per bushel delivered but it is lower than we have sold any yet we were offered \$1.75 to-day from boston for less than a car load which we accepted shall we put them up in our bags or will you send yours advise us at once yours truly johnson & davis

buffalo n y mar 8 1891 messrs cobb bates & yerxa boston mass dear sirs we have mailed you to-night a sample of 39 barrels of beans which we can offer you at \$1.70 if not sold if you want them please telegraph at our expense as soon as possible very truly yours brown & stoddard per jarvis

**EXERCISE 162.**

*Copy the following letters in correct form, punctuating properly.*

chicago ill apr 10 1891 messrs adams and blake fort wayne ind gentlemen yours of yesterday in reference to check book received we forward you by this mail some loose sheets of same as requested will try to have the book there before these are used up we must apologize for our delay it has been caused by a change in the management of our company which has interfered with the progress of our work we are now making every effort to catch up with our orders and expect to be able to do so very soon respectfully yours harkins engraving & lith co per d e eaton

st louis mo may 18 1891 mr e s clark topeka kans dear sir your esteemed favor of the 16th came duly to hand we have a large extra force at work on your order and expect to have it ready for shipment on the 23d when we will immediately forward it to you should any delay occur you shall be promptly notified though we feel confident there will be no further interruption yours respectfully loomis & dalton

**EXERCISE 163.**

*Copy the following letters in correct form, punctuating properly.*

annapolis md june 12 1892 messrs ellis forbes & co 332 sturtevant st baltimore md gentlemen are you not ready to consider estimates on advertising for the coming season i am very anxious to secure your patronage and i am certain no one can quote lower figures procure choicer positions give better terms or work more promptly and satisfactorily than i

can estimates cost nothing and very often result in a great saving to the advertiser i trust this letter will receive more than passing notice and that in case you are not at present prepared to receive estimates it will be preserved for future reference yours respectfully e j blount

killingly conn july 14 1892 mr david burke springfield mass  
dear sir we are a little surprised upon receipt of your bill that you ask us 21 c per lb for the Butter you quoted us only a day or two before we sent the order at 20 c and that was what we expected to have to pay yours truly attawaugan store wilson

albany n y aug 16 1892 messrs delavergne & baker 273  
washington st new york city dear sirs can you use any fine New White Cheese we have just received an invoice of 51 boxes from vermont they are of fine flavor and flat just suited to your trade price would be 10¼ can send you 5 boxes as sample please advise us by return of mail truly yours woods & stevenson

### EXERCISE 164.

*Copy the following letters in correct form, punctuating properly.*

orange n j sept 15 1892 messrs jenkins & sloan 28 n 11th  
st philadelphia pa dear sirs inclosed you have invoice and  
b l of the 10 pkgs cool spring let me know about how much  
you want this week to ship monday quite a few of the cream-  
eries started up monday this week if weights dont hold out  
let me know yours very truly john h slavin

new albany ind oct 11 1892 jonas r davidson esq 267 walter  
st baltimore md dear sir inclosed please find bill of lading

for 30 and 35 cases eggs do the best you can and whenever the market goes up  $\frac{1}{2}$  to 1 cent or down same you may send night telegram please return all empty cases to h walters & co cincinnati o yours respectfully h schomacher

alfred me apr 29 1890 messrs l c rhodes & co 130 commercial st boston mass gentlemen yours at hand and in reply will say that we have about 6000 tons very nice ice for sale in stock well secured our price is \$2 per ton here yours truly j h penderly & co

raleigh n c dec 7 1892 messrs walker duryea & co atlanta ga gentlemen we understand you use large quantities of cut rubber belting of different sizes and would say we can offer you a very low price on remnants of a good grade of belting they are all comparatively fresh stock not over a year old if you are interested we would be pleased to send you memorandum of sizes and lengths with prices awaiting your early reply we remain yours truly symonds & bartlett

## COMPOSITION.

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### EXERCISE 165.

*Complete the following sentences.*

(Make each sentence as full and complete as you can. Write a whole "composition" in one sentence.)

1. James's excuse for being late was that——. 2. The teacher explained that the reason why it is 11 o'clock in the morning at San Francisco when it is 2 o'clock in the afternoon at Philadelphia is because——. 3. Lawrence & Co. explained that they refused to accept the draft because——. 4. The principal difference between arithmetic and algebra is that——. 5. Most of the fences on farms in Kansas are made of wire because——. 6. Henry's father explained to him that a "bear" in the stock market means——. 7. A republic is a country that is governed——. 8. In the encyclopædia we find——. 9. Iron is the most useful of all metals; it is used——. 10. The most memorable battle——.

### EXERCISE 166.

*Complete the following sentences.*

1. The plays of Shakespeare——. 2. By the Louisiana purchase, in 1803,——. 3. Mercury, or quicksilver, is used for——. 4. The substance called lava——. 5. The kangaroo is an animal——. 6. Foreign commerce means——. 7. A lawyer's business is to——. 8. The old saying, "Necessity is the mother of invention," means that——. 9. The metric system of weights and measures——. 10. Leather is used chiefly——.

**EXERCISE 167.**

*Complete the following sentences.*

1. The mercury in the thermometer rises when the air grows warmer because——.
2. A foundry is a place where——.
3. The cause of the war between the United States and Great Britain in 1812 was——.
4. Although farther north, Alaska has a milder climate than Newfoundland, on account of——.
5. The air we breathe is a mixture of——.
6. The facilities for communication between the various countries of the globe have been largely increased——.
7. In order to preserve our health it is important to——.
8. The old-fashioned flint-lock muskets were discharged by——.
9. In a game of base ball——.
10. Mirrors are made by——.

**EXERCISE 168.**

*Complete the following sentences.*

1. Icebergs are formed——.
2. Salt is obtained——.
3. "Boxing the compass" means——.
4. Most of the islands of the world——.
5. The habit of attention——.
6. The Crusades were undertaken——.
7. The first settlers in New England——.
8. Perennial plants are——.
9. The business of raising animals whose flesh is to be used for food, such as——.
10. The utility of India-rubber——.

**EXERCISE 169.**

*Complete the following sentences.*

1. The Grand Army of the Republic——.
2. The United States Census is——.
3. It is harder to walk up stairs than to walk down because——.
4. A balloon rises in the air because——.
5. Whaling is not carried on so extensively as it formerly was, on account of——.
6. In order to keep iron wire from rusting——.
7. Lighthouses are maintained——.
8. The difference between a phrase and a clause is

that——. 9. People who live in very warm countries subsist chiefly upon——. 10. Addition, subtraction, multiplication and division are called the fundamental processes of arithmetic because——.

### EXERCISE 170.

*Improve the following sentences by rearranging the words.*

1. He was tried and condemned to be shot by a court martial.
2. Did you take that book to the library I loaned you?
3. We have received a bunch of grapes from our friend Jones for which he will please receive our compliments, some of which are over three inches in circumference.
4. A pocketbook was found in the street containing a small sum of money, and picked up by a boy, of Russia leather.
5. We were awakened by a pile of wood in the shed that fell with a loud noise, and aroused our friend, causing the dog to bark, who was sleeping in the next room.
6. He was notified that he was wanted by the messenger immediately at his office.
7. He went to town driving a flock of sheep on horseback.
8. Dr. Hall will deliver a lecture on the importance of taking exercise before breakfast at three o'clock in the afternoon.
9. Passengers are requested to purchase tickets before entering the cars at the ticket office.
10. I would like the congregation to be seated, as I wish to say a few words, before I begin.
11. The mad dog bit a horse on the leg which has since died.
12. He must endure the follies of others, who will have their kindnesses.



## CORRESPONDENCE.

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A letter is a written or printed communication from one person to another. Letters may be classified as ordinary *business* letters, *official* letters and *social* letters.

*Letters of introduction, letters of credit, letters of recommendation* and *telegrams* are special kinds of business letters ; and under social letters are also included *letters of congratulation, letters of condolence, invitations, acceptances, regrets*, etc.

The parts of a letter are the *heading*, the *address*, the *salutation*, the *body* of the letter, the *complimentary closing*, and the *signature*.

### THE HEADING.

The *heading* consists of the place written from and the date of writing. The locality of the writer should be designated with sufficient clearness to serve as the address of a reply to the letter, as this is the object of including it in the heading.

If a printed letter-head is used, giving the street and number, postoffice box, or building and room, it is sufficient to write the name of the city and State ; as,

Philadelphia, Pa., October 10, 1910.

If a printed letter-head is not used, and the writer lives in a city where there is carrier delivery, the street and number should be given ; as,

917 Chestnut Street,

Philadelphia, Pa., January 1, 1910.

If the writer lives in a place that is not very prominent, the county should be given ; as,

Texas, Lycoming Co., Pa., February 5, 1911.

Always write the name of the place in full ; when the name of the State follows *on the same line*, it should be abbreviated. It looks neater, in typewriting, to write the name of the *month* in full.

In the heading of a letter, and in all cases in which the day immediately follows the month, it is the best form *not* to use "*st*," "*d*," "*th*," after the day ; as, "*We last heard from him on December 26, 1910.*" But in expressions such as the following, use the forms *1st, 2d, 3d, 4th, 21st, 22d, 23d, 24th*, etc.; as, "*We forwarded the goods on the 18th ultimo.*" — "*They will have the work done by the 17th of January.*"

### THE ADDRESS.

The *address* consists of the name of the person written to, his title and his residence or place of business. In business letters the address should never be omitted.

The proper use of titles of address, as a matter of respect and courtesy, is a subject that often requires nice discrimination.

It is more polite, in addressing a gentleman, to use the customary title *Mr.*, than to address him as "*John Brown.*"

In addressing a *married lady*, it is, of course, absolutely necessary to use the title *Mrs.* If her husband is living, she is addressed by his name ; as, "*Mrs. John A. Brown.*" But if she is a widow, use her own Christian name ; as, "*Mrs. Mary L. Brown.*"

An *unmarried lady* is always addressed as *Miss*; and a boy as *Master*.

In addressing a *firm*, the title *Messrs.* is used; as "*Messrs. Smith Brothers.*"—" *Messrs. A. B. Jones & Company.*" In addressing a *corporation*, no title should be used; as, "*Merchants' Trust Company.*"—" *J. B. Lippincott Company.*"

The title *Esq.*, which follows the name, is preferred in addressing *lawyers* and others connected with the legal profession; though it is also used by some writers in addressing any gentleman of scholarly attainments.

A *physician* may be addressed either as "*Henry Smith, M. D.*" or "*Dr. Henry Smith.*"

The title used in addressing *clergymen* is *Reverend*, which may be abbreviated *Rev.*; as, "*Reverend Russell H. Conwell*" or "*Rev. Russell H. Conwell.*" *Rt. Rev.* (*Right Reverend*) is a title used in addressing *bishops* of some denominations.

*Judges, mayors, senators, representatives*, the heads of government departments, and others of similar rank, below the governor of a State and the President of the United States, are addressed by the title *Honorable* (which may be abbreviated *Hon.*), both during and after their terms of office; as, "*Hon. Wm. N. Ashman*"—" *Hon. Edwin S. Stuart*"—" *Honorable John Wanamaker.*" *Rt. Hon.* (*Right Honorable*) is a title not used in the United States, but in England it is applied to the higher ranks of the nobility; as, "*Rt. Hon. W. E. Gladstone.*"

The *President of the United States*, or the *governor* of a State, is addressed *His Excellency*.

One who is or has been a *military officer* is addressed by

the proper title, according to his rank, as *General*, *Colonel*, *Major*, *Captain*, or *Lieutenant* (abbreviated *Gen.*, *Col.*, *Maj.*, *Capt.*, *Lieut.*). "*General Benjamin Harrison*"—" *Col. George W. Bain.*"

The title *Professor* (abbreviated *Prof.*) belongs of right to those who hold professorships in colleges, and is often used, by courtesy, in addressing other prominent teachers. The title *Doctor* (in this use not often abbreviated) is sometimes prefixed to the name of one who has the degree of *doctor of laws*, *doctor of divinity*, or *doctor of philosophy*, when the initials indicating the degree are not used after the name. In the same way *President*, *Principal*, and *Superintendent*, are often used before the names of persons holding the offices indicated ; *President*, *Secretary*, *Treasurer*, and many other titles of offices, are frequently used after the names of those officers, with the name of the institution or organization following on the next line.

There are very many academic degrees, which are written in abbreviated form after the name ; some of those in most frequent use are *A. B.*—*A. M.*—*M. D.*—*D. D.*—*Ph. B.*—*Ph. D.*—*LL. B.*—*LL. D.* Where two or more degrees are used together, it is important to place the highest last ; that is, write them in the order in which they were conferred.

*Esq.* should never be used after a name which is preceded by a title ; *Dr.* should not be used before a name which is followed by *Ph. D.*, *D. D.* or *LL. D.*, as this would be repetition ; and the titles of courtesy—*Mr.*, *Dr.*, *Hon.*, *Prof.*—should not be used together or in conjunction with another title preceding the name (as *Mr. Dr.*—*Hon. Dr.*—*Hon. Col.*—*Mr. Prof.*, etc.). Examples of blunders of this kind are as follows :

**Incorrect.**

Mr. John Smith, Esq.,  
Hon. John Doe, Esq.,  
Dr. Henry Brown, M. D.,  
Hon. Col. William Jones,  
Dr. Robert Green, LL. D.

But two or more titles are often used together when one does not include or displace another, as follows :

**Correct.**

Reverend John Hall, D. D., LL. D.,  
Rev. Bishop Cyrus D. Foss, D. D., LL. D.,  
Rt. Rev. Bishop O. W. Whitaker, D. D.,  
Reverend Merritt Hulburd, S. T. D.,  
Hon. Chauncey M. Depew, LL. D.,  
Gen. John Eaton, Ph. D., LL. D.,  
Prof. Chas. J. Little, Ph. D., LL. D.,  
Prof. John R. Cassel, LL. B.

When a title precedes the name, it should never be separated from the name by a comma ; but when it follows the name there should always be a comma between.

The address usually occupies two lines—one for the name, and the other for the place. It is sometimes necessary, however, to use three lines for the address, on account of unusual length ; but no more than the name and title should be placed on the first line.

**THE SALUTATION.**

The *salutation* is the courteous expression with which the writer greets his correspondent.

The salutations most commonly used are *Dear Sir*, to a gentleman ; *Dear Madam*, to a married lady ; *Dear*

*Miss Smith*, to an unmarried lady (*Dear Miss*, sometimes used, is objectionable—it is better to use *Dear Madam* to all ladies, whether married or not, if one does not like the salutation *Dear Miss Brown*); and *Dear Sirs* or *Gentlemen*, to a firm. In writing to several ladies, the salutation is *Ladies*.

The use of the forms *My dear Sir*, *My dear Madam* or *My dear Mrs. Smith*, *My dear Miss Jones*, and *My dear Sirs*, implies acquaintance; while *Sir*, *Madam*, *Sirs*, and the omission of the salutation altogether in writing to an unmarried lady, are the most formal salutations.

Among the salutations used in writing to *friends*, the following may be noted: *Dear Friend*, *Respected Friend*, *My dear Friend*, *Dear Jones*, *My dear Jones*, *Friend John*, *Dear Friend Jones*, *Dear Mr. Jones*, *My dear Mr. Jones*.

In writing to *relatives*, the name of the relationship furnishes the customary salutation; as, *Dear Father*, *My dear Mother*, *Dear Sister*, *My dear Brother*, *Dear Son*, *My dear Daughter*, *Dear Uncle*, *Dear Aunt*, *Dear Nephew*, *Dear Niece*, etc. Many variations are formed, according to the taste and feelings of the writer, by the use of the Christian name; as, *Dear Henry*, *My dear Mary*, *Dear Uncle John*, *My dear Aunt Julia*, etc.

*Clergymen* are saluted with *Reverend Sir*, *Reverend and dear Sir*, *Reverend and dear Doctor*, (if a D. D.), *My dear Sir*, *Dear Sir*, *Sir*; *physicians*, *Dear Doctor*, *My dear Doctor*, *Dear Sir*, *My dear Sir*, *Sir*; *judges*, *Sir*, *Your Honor*, *Dear Sir*, *My dear Sir*, *My dear Judge*.

For *officials* of all kinds the salutation may consist of the title with *Dear* or *Dear Mr.* or simply *Mr.* prefixed ; as, *Mr. President, Dear Mr. President, Dear Superintendent, Dear Mr. Principal, Dear Mr. Manager, My dear Senator, Mr. Editor*, etc., etc. Of course, *Sir* and *Dear Sir* are also entirely proper, but not so courteous.

The *colon* is the proper punctuation mark to use after the salutation.

### THE BODY OF THE LETTER.

The *body of the letter* is the part that contains the communication itself—all that the writer has to say to his correspondent.

While it is a good rule to “imagine yourself talking to your correspondent, and say what you have to say,” yet it is necessary, in a written communication, to be careful that the words and expressions used mean just what one intends to say—to express oneself in language that cannot be misunderstood.

A business letter should be concise and to the point ; a busy man's time is too valuable to be wasted in reading many words when a few will convey the same ideas.

Begin a paragraph each time you change the subject ; for illustrations of paragraphing, see the “Model Letters” (pages 177-188).

### THE COMPLIMENTARY CLOSING.

The *complimentary closing* is the expression of regard or courteous leave-taking which precedes the signature.

Those most commonly used in business letters are *Yours truly*, *Very truly yours*, *Yours respectfully*, and *Respectfully yours*.

Variations of the above are *Truly yours*, *Yours very truly*, *Very truly*, *Respectfully*, *Very respectfully yours*, *Yours very respectfully*, *Yours most respectfully*.

In writing to one in the same profession, or a member of the same organization, *Yours fraternally* and *Fraternally yours* are often used.

Forms used when the correspondent is one with whom the writer is well acquainted are *Yours cordially*, *Cordially yours*, *Very cordially yours*, *Sincerely*, *Yours sincerely*, *Sincerely yours*, *Your friend*, *Your sincere friend*.

To relatives, *Yours affectionately*, *Yours faithfully*, *Ever yours*, *Most affectionately yours*, *Your affectionate son* (father, mother, sister, brother, etc.), *Your loving sister*, etc.

*Respectfully submitted* is usually employed as the complimentary closing for a *petition*, *report*, etc.

*Your obedient servant*, *Your humble servants*, formerly in common use by merchants, are now rarely used except in foreign correspondence.

### THE ENVELOPE.

The address on the envelope is the same as the inside address, with the exception that it occupies three lines instead of two.

If the letter is not to be sent by mail, but delivered in person by some friend, the word "*Addressed*" or "*Present*"



is written below the name on the envelope, and in the lower left-hand corner the words "*Kindness of*——" or "*Polliteness of*——", followed by the name of the bearer.

### FOLDING.

To fold a note sheet, turn up the lower third of the sheet, then fold down the upper third. If the paper folded as above be too large for the envelope, fold, instead, as follows : Turn up the lower half, then fold the left half over to the right.

To fold a letter sheet, turn up the lower half of the sheet, and fold in, first the right third, then the left.

MODEL LETTERS.

I.

Lansing, Mich., March 18, 1911.

Mr. William Emerson,

317 Magazine St., New Orleans, La.

Dear Sir:

We inclose herewith draft for fifteen dollars (\$15), covering invoice of November 12.

Please acknowledge receipt of same, and oblige

Yours truly,

Marshall Brothers.

2.

Terre Haute, Ind., April 2, 1911.

Messrs. Drake & Boynton,

Omaha, Nebr.

Gentlemen:

We have this day drawn upon you at three days' sight for thirty-six dollars and twenty-four cents (\$36.24), for balance of account as advised.

Please honor, and oblige

Yours truly,

L. B. Symes & Brother.

3.

Nashville, Tenn., May 4, 1911.

E. J. Barnard, Esq.,

Mobile, Ala.

Dear Sir:

Your favor of the 20th ult. is at hand, with inclosures as stated. We will do our best to forward the goods promptly and in good order, and will see that your instructions are complied with in every particular.

Very respectfully yours,

J. R. Evarts &amp; Co.

4.

Albany, N. Y., June 3, 1911.

Messrs. Bronson &amp; Howard:

237 Main St., Kansas City, Mo.

Dear Sirs:

We are in receipt of your esteemed favor of the 28th ult., inclosing draft for \$476.37, to cover balance of your account, for which accept our thanks. Inclosed we hand you receipt for same.

Yours truly,

J. B. Parkes &amp; Co.

5.

3275 Spring Garden Street,

Philadelphia, February 6, 1911.

"Merchant,"

Record Office, Philadelphia, Pa.

Dear Sir:

In reply to your advertisement in to-day's "Record," I beg leave to offer you my services. While I desire to obtain a situation where faithful effort will be fairly estimated, present salary is not so much an object as permanent employment. I have not yet filled a business position, but I have received a good commercial education and I can keep books.

I should expect to make myself generally useful to my employer, and to do all in my power to advance his interests.

Rev. Jacob Wright, 3981 Walnut St.; Hon. Jacob Broom, 4292 Chestnut St., and Mr. L. B. Moffett, 917 and 919 Chestnut St., have kindly permitted me to refer to them.

Yours very respectfully,

William J. Young.

6.

Philadelphia, January 17, 1911.

Phoenix Manufacturing Company,

97 Green Street, New York.

Dear Sirs:

We are in receipt of your favor of the 16th inst., with invoice inclosed, the amount of which we pass to your credit.

The goods have arrived in satisfactory condition, and we expect to find a ready market for them. Do not fail to keep us informed of any new styles of these goods you may manufacture.

Please send us your price-list of Handkerchiefs, quoting best terms. State which sorts you have in stock, and the time that will be required to furnish others.

Thanking you for your prompt and careful attention to our order, we remain

Yours truly,

Jacob Read's Sons.

7.

Philadelphia, Pa., July 21, 1910.

Messrs. Johnston & Hughes,

2001 Broadway, New York.

Dear Sirs:

Your esteemed favor of yesterday is at hand and the contents is noted.

Accept our thanks for your prompt response to our request and for the full information contained in yours under reply.

We hope to do considerable business with you on the terms designated, and we have now the pleasure to hand you an order, which will amount to about \$3,200, as a beginning.

Referring you to enclosed specifications, including shipping directions, we ask your immediate attention to the order, which will no doubt receive your well-known care.

Awaiting advice of shipment, we remain

Yours very truly,

Davis & Holland.

## 8.

Baltimore, Md., August 13, 1910.

Mr. T. S. Randolph,

Mount Holly, N. J.

Dear Sir:

Absence from the city has prevented an earlier reply to yours regarding prices on drills. I now mail you circulars and posters.

The best price on our latest improved 8-hoe peg-tube drill is \$64, with a discount of 5% for cash by November 1. The agent pays the freight, which would be not more than \$1.50 per drill. If ten drills are sold, we pay all freights.

Our drill stands well wherever sold, and I am sure you will only have to get a few drills sold in your section in order to drive out all other styles.

I shall be pleased to hear from you.

Yours truly,

B. G. Thomas.

9.

York, Pa., September 21, 1910.

Stephen Thomas, Esq.,

Lansdowne, Pa.

Dear Sir:

Your favor of the 19th is at hand. We send you by to-day's mail a copy of our large illustrated catalog, and beg to quote you our large American Cider Mill at \$18 net cash, f. o. b. York. You will also see our engines fully listed and described in catalog.

Let us hear what size engine you want, when we will quote you low net price on it.

Awaiting your early reply with an order, we are,

Respectfully,

A. B. Farquhar Co.



IO.

Philadelphia, October 20, 1910.

Mr. George Anderson,

Media, Pa.

Dear Sir:

With our last monthly statement of account we sent you notice that in case we did not hear from you we would draw on the 18th inst. at three days' sight for \$93.75. Receiving no response, we drew according to notice and were much surprised when our draft was returned without any explanation as to why you dishonored it.

If you need more time you may send us your note at sixty days, with interest, and unless we hear from you with settlement we propose to draw on you at ten days' sight on the 30th inst. for amount of inclosed statement overdue, \$124.36, and shall expect you to honor our signature.

Yours very truly,

Thomas, Roberts, Stevenson Co.,

per Edwards.

II.

Philadelphia, Pa., November 9, 1910.

James Clark, Esq.,

Boyertown, Berks Co., Pa.

Dear Sir:

We have waited patiently to receive a settlement from you of our overdue account, \$322.85, and have written you sundry urgent requests to that effect without response.

You are a business man and must be aware that an account in this shape is not satisfactory. We do not want to go to law in this matter, but, if we must suffer loss, would rather come to a prompt and friendly compromise with you. If you cannot pay us 100 cents on the dollar, can you pay 75?

We want the matter closed as soon as possible, and shall expect to hear from you without further delay.

Yours very truly,

Caldwell & Kane.

12.

Philadelphia, December 16, 1910.

Henry Carson, Esq.,

Little Rock, Ark.

Dear Sir:

We learn that you have been appointed assignee of Rogers & Green, of your city. Our claim against this firm is \$213.42, for which we hand you duplicate bills inclosed, and would thank you to inform us as to what is the prospect for an early settlement.

We feel friendly toward the suspended firm and would willingly join in any reasonable composition of their affairs, so as to give them a chance to retrieve their losses.

Awaiting your early reply advising us of the condition of affairs, we remain

Yours very truly,

L. M. Tyson &amp; Co.

13.

Long Island City, N. Y., February 21, 1911.

Samuel Somers, Esq.,

West Deer Park, L. I.

Dear Sir:

Your communication of the 20th inst. has had careful consideration, and it would afford me pleasure to comply with the request of you and your friends. Similar favors have been received, from time to time, dated from nearly every station east of Jamaica.

But you must take into consideration that experience is a safe guide in such matters, and our past experience does not warrant such extension of facilities as you desire.

When I inform you that we have actually lost money, for years, on two of the trains now stopping at your point, you will the better understand why we decline at present to run the risk of increasing such loss.

Yours truly,

I. D. Barton,

General Superintendent.

14.

Buffalo, N. Y., March 13, 1911.

A. H. Brown, Esq.,

Medford, N. J.

Dear Sir:

We take pleasure in acknowledging your acceptance of the agency for the sale of our goods, and we hereby confirm the arrangements made with you by our traveling agent.

We hardly need to say that our Fertilizers, which have been in general use for over fifteen years, will always prove to be what they are represented.

Whenever it is practicable, it will be well for you to have them tried side by side with other brands, so that your customers can judge for themselves of the superiority of our goods.

Printed matter, etc., will be forwarded to you in a day or so.

Yours truly,

Crocker Fertilizer &amp; Chemical Co.

**EXERCISES IN LETTER-WRITING.****EXERCISE 171.**

You are to imagine that you are writing from the office of Joseph M. Walsh, Wholesale Dealer in Teas and Coffees, 145 S. Front St., Philadelphia.

You have received a letter from John Smith, Dealer in Groceries, etc., Norristown, Pa., containing a remittance of \$46.39 covering an invoice of Teas and Coffees sold him . . . . 15th on 30 days' time, and telling you that he has found the goods satisfactory.

(This was your first dealing with him.)

*Write him a letter in reply as follows :*

In the first paragraph acknowledge receipt of this letter, etc. (About 20 words.)

In the second paragraph express pleasure that the goods gave satisfaction, and solicit continuance of his trade. (About 30 words.)

Make the third paragraph a neat conclusion, promising promptness and careful attention, etc. (About 15 words.)

**EXERCISE 172.**

You are writing from the office of Sharpless Brothers, 8th and Chestnut Sts., Philadelphia, to Jones & Co., Utica, N. Y., under date of . . . 8, 1892.

You have received from them a letter dated . . . 5, notifying you that an invoice of goods sent them had been found much poorer in quality than the samples ordered from. They refuse to accept the goods, and tell you that they are at your disposal.

*Write them a letter as follows :*

1. Acknowledge receipt of their letter concerning goods.
2. Must have been some mistake. Regret, etc.
3. Tell them to return goods at your expense, and you will send the proper grades.
4. Closing paragraph.

### EXERCISE 173.

You are writing from the office of John Wanamaker, 13th and Market Sts., to Mrs. Henry Boyd, West Chester, Pa.

You have received a letter from her dated . . . . , ordering dress goods to match sample, with remittance (P. O. Money Order, \$16) for same. You have sent parcel by Adams Express, as directed.

*Write the necessary letter in reply.*

### EXERCISE 174.

You are writing from the office of Randolph & Boyce, 1628 S. 8th St., Dealers in Stoves, Ranges & Heaters, to James Murkle, Stove Dealer, of Shamokin, Pa.

You have his letter of last Saturday, with an order for firebrick, etc. Call his attention to a statement of his account which you enclose, showing a balance amounting to \$49.72, and which was due over three months ago. If he will send you the amount he owes, or pay part of it and let you know when he will pay the rest, you will send him the goods he wishes.

*Write him a polite letter to this effect.*

**EXERCISE 175.**

You are writing from the office of the Dunsmore Mfg. Co., Philadelphia, to Edward Carson, 275 State St., Harrisburg, Pa., who has written to you under date of . . . . complaining that he has many customers waiting for the goods he ordered from you on the . . . . th and which you have not delivered.

*Write him a letter* expressing your regret, and explaining that you have many orders pressing; a great many of the hands are sick; you can't get others; you are forced to delay; you are doing the best you can; hope to deliver before . . . . . Add a formal conclusion. Sign Dunsmore Mfg. Co. per yourself.

**EXERCISE 176.**

*Copy the following letter, correcting all errors and making any alterations that will tend to improve it.*

Dear Sir

Yours of 23 inst at hand in regards to holding a note against me for \$30-<sup>80</sup>/<sub>100</sub> of former firm what firm I do not know I shall call Saturday or Monday as I have got a Job down there if that is quick enough if not you can use the quicker way as you Stated in your letter I do pay every cent I owe accept anyone would try use any law on me I would not pay if you think it the better way you can do so even if I would owe in case of sueing I should not pay as I know could not be collected of me in that way but if I owe you a note you shall have it at once when I call it will be made right I think it is always best to write senseable now if you think not to wait until I see you go ahead.

Yours Respectfully



**EXERCISE 177.**

*Copy the following letter, correcting all errors and making any alterations that will tend to improve it.*

Charlotte N C Apr 2591

To Thomas Roberts Stevenson

Dear Sirs

Yours Recd of 23 Will Say in Reply that it Has Ben My Disine to Compromise My Buissnes Matters It takes Monny to Do it this I Havent Got I Have a Large Family I Havent Ben Doing any thing for Las 2 Montss.

If you Will Give States of S C N C & Ga & Fla to Travel in to Sell Your Goods at a Fair Salery you can take out of it Each Month to Help Pay of old Bill If this is Not the Territory that you Want Me to Take I will Take any I Perfer the South Because I think I understand the People better ther air Prediogus to Some Exstent yet Down Here.

I am Truly yours

**EXERCISE 178.**

*Copy the following letter, correcting all errors and making any alterations that will tend to improve it.*

Downingtown, Pa., May 2 1892

T. R. Stevenson

gentlemen

Yours Received the gentlemen You Roat me about I dwo not Know I under stood he wark for W. B. Stauffer a short time I have Ben Sick sense July last I only got out to walk around Resently so I dwo not Know much about Eny new comers in town I ow You a small Bill which I am un abel to pay You at the present time as I have lost all I had and am unabel

to pay my dibt tell I get abel to Ern somthing I thought I had Better in form You so as to not have You put Eny Expence on it as it woant dwo You Eny good & make that much moare lase I am not abel to dwo Eny thing the only in com we have is my wife has 3 Borders I one now property through lase I am unabel to pay I am sorrey it happened So But trus at Som futur time I may Be abel to pay You.

Yours truley

### EXERCISE 179.

*Copy the following letter, correcting all errors and making any alterations that will tend to improve it.*

Stove Founders

Canton, PA. April. 18 / 92

Dear Sir

Yours of 16 recev with your surprize you was not eny more surprize than i was when you drad on me for somfin that i had not bough that stove was left by your agent and he was to be here, and set it up on the fair-ground and con vins the pepel that was the best raing and if so i was to by some iftha was satisfactor to me now i rote to you when the fair was and you had a excuse you could not be here so the stove has remaind here evry sins I paid the frait and have stord the stove evry sins and I proposes to due righ with evry body if you can sell this stove to williamsport whar you sell the saim kind or if you put a reasenbul pris i willsell it for you if possebl and pay when i sell or i will ship whar you say by paying me the frait that i have paid for you thare is no useof you drawing on me for i shall not oner no drafts you can rite and tell me what you wanto to due to dispose of the stove in the leter you rote me first you dont claim i boughthe stove hopen this willbesatfac

Yours respful

**EXERCISE 180.**

*Copy the following letter, correcting all errors and making any alterations that will tend to improve it.*

philada penns aprl 12 92  
henery kolins & comp boston mass  
gentleman

we got your letter  
of the nineth of aprl & has bin tended too much oblige for  
the enfirmation into it elkins & comp is not rite abowt there  
statement there ordor got in febury 1st & has bin sent on the  
21st ditto we dont think that was unrezenbl dilay they left  
out teling abowt how sum of the goods into there bill wasnt  
kines wot we make & so we hed to git them elsware & this  
was already to go & cood bin sent rite off onely we hed to  
wate please explane maters to them & we alwas try to do the  
best we can yurs trooly

# **FORTY-TWO LESSONS IN SPELLING.**

## **LESSON I.**

- |                       |                        |
|-----------------------|------------------------|
| 1. ab bre'vi ate      | 26. ac com'pa ni ment  |
| 2. ab hor'rence       | 27. ac com'plice       |
| 3. a bil'i ty         | 28. ac com'plish ment  |
| 4. a bridg'ment       | 29. ac cord'ance       |
| 5. ab'scess           | 30. ac cor'di on       |
| 6. ab'sence           | 31. ac count'a ble     |
| 7. ab sorb'           | 32. ac crued'          |
| 8. ab sorp'tion       | 33. ac cu'mu late      |
| 9. ab ste'mi ous      | 34. ac'cu ra cy        |
| 10. ab strac'tion     | 35. ac'cu rate         |
| 11. ab struse'        | 36. ac cu sa'tion      |
| 12. ab surd'i ty      | 37. ac cus'tomed       |
| 13. a bun'dance       | 38. a chieve'ment      |
| 14. a bu'sive         | 39. a cid'i ty         |
| 15. a byss'           | 40. ac knowl'edg ment  |
| 16. a cad'e my        | 41. a cous'tic         |
| 17. ac cel'er ate     | 42. ac quaint'ance     |
| 18. ac cept'ance      | 43. ac qui es'cence    |
| 19. ac ces'si ble     | 44. ac quire'ment      |
| 20. ac ces'so ry      | 45. ac qui si'tion     |
| 21. ac'ci dent        | 46. ac quit'tal        |
| 22. ac cla ma'tion    | 47. a'cre              |
| 23. ac cli'mate       | 48. ac ri mo'ni ous ly |
| 24. ac com'mo date    | 49. ad a man'tine      |
| 25. ac com mo da'tion | 50. a dapt a bil'i ty  |

## LESSON II.

- |                        |                       |
|------------------------|-----------------------|
| 1. ad di'tion al       | 26. af fa bil'i ty    |
| 2. ad dress'           | 27. af fec'tion ate   |
| 3. ad'e quate          | 28. af fi da'vit      |
| 4. ad her'ence         | 29. af fin'i ty       |
| 5. ad he'sion          | 30. af'flu ence       |
| 6. a dieu'             | 31. a gainst'         |
| 7. ad ja'cent          | 32. ag'gran dize      |
| 8. ad join'            | 33. ag'gran dize ment |
| 9. ad ju'di cate       | 34. ag'gra vate       |
| 10. ad just'ment       | 35. ag'gre gate       |
| 11. ad min'is ter      | 36. ag gre ga'tion    |
| 12. ad min is tra'tor  | 37. ag grieve'        |
| 13. ad'mi ra ble       | 38. a gha'st'         |
| 14. ad mis si bil'i ty | 39. a gree'a ble      |
| 15. ad mo ni'tion      | 40. ag'ri cul ture    |
| 16. a droit'ly         | 41. a lac'ri ty       |
| 17. ad van ta'geous    | 42. al'co hol         |
| 18. ad ven'ture        | 43. a lert'           |
| 19. ad ven'tur ous     | 44. a'lien ate        |
| 20. ad ver'bi al ly    | 45. al le ga'tion     |
| 21. ad ver'si ty       | 46. al lege'          |
| 22. ad ver tise'ment   | 47. al le'giance      |
| 23. ad vi'so ry        | 48. al'le go ry       |
| 24. ad'vo cate         | 49. al le'vi ate      |
| 25. a'er o naut        | 50. al le vi a'tion   |

LESSON III.

- |                    |                      |
|--------------------|----------------------|
| 1. al li'ance      | 26. a nat'o my       |
| 2. al'li ga tor    | 27. an'gu lar        |
| 3. al low'ance     | 28. an'i mate        |
| 4. al pac'a        | 29. an nex a'tion    |
| 5. al ter'nate ly  | 30. an ni'hi late    |
| 6. al to geth'er   | 31. an ni ver'sa ry  |
| 7. a man u en'sis  | 32. an noy'ance      |
| 8. am a teur'      | 33. an nu'i ty       |
| 9. am bas'sa dor   | 34. an'o dyne        |
| 10. am bi gu'i ty  | 35. a noint'         |
| 11. am big'u ous   | 36. a nom'a lous     |
| 12. am bi'tious    | 37. a non'y mous     |
| 13. am bus cade'   | 38. an te ce'dent    |
| 14. à me'lio rate  | 39. an'thra cite     |
| 15. a me'na ble    | 40. an tic i pa'tion |
| 16. a'mi a ble     | 41. an tip'a thy     |
| 17. am mo'ni a     | 42. an tique'        |
| 18. am mu ni'tion  | 43. anx i'e ty       |
| 19. a nal'o gous   | 44. anx'ious         |
| 20. a nal'o gy     | 45. ap'er ture       |
| 21. a nal'y sis    | 46. a pol'o gize     |
| 22. a nal'y ses    | 47. a pos'ta sy      |
| 23. an a lyt'i cal | 48. a pos'tro phe    |
| 24. an'a lyze      | 49. a poth'e ca ry   |
| 25. an'arch y      | 50. ap pa ra'tus     |

## LESSON IV.

- |                       |                       |
|-----------------------|-----------------------|
| 1. ap par'el          | 26. ar is toc'ra cy   |
| 2. ap par'ent         | 27. ar raign'         |
| 3. ap pa ri'tion      | 28. ar range'ment     |
| 4. ap pear'ance       | 29. ar rears'         |
| 5. ap pen'dix         | 30. ar'ro gance       |
| 6. ap per tain'       | 31. ar'se nic         |
| 7. ap'pe tite         | 32. ar'ti fice        |
| 8. ap plause'         | 33. ar ti fi'cial     |
| 9. ap pli'ance        | 34. ar til'ler y      |
| 10. ap praise'        | 35. as cend'en cy     |
| 11. ap pre'ci ate     | 36. as cen'sion       |
| 12. ap pre hen'sion   | 37. as cer tain'a ble |
| 13. ap pren'tice      | 38. as par'a gus      |
| 14. ap pro ba'tion    | 39. as sail'ant       |
| 15. ap prov'al        | 40. as sas'sin        |
| 16. ap prox'i mate    | 41. as sas'sin ate    |
| 17. ap pur'te nan ces | 42. as sem'blage      |
| 18. apt'i tude        | 43. as sess'ment      |
| 19. aq'ue duct        | 44. as'sets           |
| 20. a'que ous         | 45. as si du'i ty     |
| 21. ar'a ble          | 46. as sid'u ous      |
| 22. ar'chi tect       | 47. as sign'a ble     |
| 23. ar'chives         | 48. as sim'i late     |
| 24. ar'du ous         | 49. as sist'ance      |
| 25. ar'gu ment        | 50. as so'ci ate      |

## LESSON V.

- |                      |                     |
|----------------------|---------------------|
| 1. as so ci a'tion   | 26. aux il'i ary    |
| 2. as suage'         | 27. a vail'a ble    |
| 3. as sump'tion      | 28. av a ri'cious   |
| 4. asth'ma           | 29. a ver'sion      |
| 5. as trin'gent      | 30. a vid'i ty      |
| 6. ath let'ic        | 31. av oir du pois' |
| 7. at'mos phere      | 32. aw'ful          |
| 8. a tro'cious       | 33. awk'ward        |
| 9. a troc'i ty       | 34. bach'e lor      |
| 10. at tain'a ble    | 35. back'ward ness  |
| 11. at ten'tive      | 36. bade            |
| 12. at tor'neys      | 37. bag'gage        |
| 13. at trib'u ta ble | 38. bail            |
| 14. at'tri bute      | 39. bail ee'        |
| 15. auc tion eer'    | 40. bal'ance        |
| 16. au da'cious      | 41. bal'an cing     |
| 17. au dac'i ty      | 42. bale            |
| 18. aug ment'        | 43. bal'last ing    |
| 19. aus'pi ces       | 44. bal loon'       |
| 20. aus pi'cious     | 45. bal us trade'   |
| 21. aus tere'        | 46. ba na'na        |
| 22. au then'tic      | 47. bank'rupt cy    |
| 23. au then tic'i ty | 48. ban'quet ing    |
| 24. au'thor ize      | 49. bar'ba rous ly  |
| 25. au'to graph      | 50. bar'gain        |



## LESSON VI.

- |                     |                   |
|---------------------|-------------------|
| 1. ba rom'e ter     | 26. biv'ou ac     |
| 2. ba rouche'       | 27. bla'ma ble    |
| 3. bash'ful ness    | 28. blas'phe mous |
| 4. ba zaar'         | 29. bliz'zard     |
| 5. beach            | 30. bludg'eon     |
| 6. beau'te ous      | 31. bor'ough      |
| 7. beau'ti fy       | 32. boun'ty       |
| 8. beech            | 33. bou quet'     |
| 9. be gin'ning      | 34. breth'ren     |
| 10. be guile'       | 35. bril'lian cy  |
| 11. be ha'vior      | 36. bril'liant    |
| 12. be liev'ing     | 37. bron chi'tis  |
| 13. be liev'a ble   | 38. bul'le tin    |
| 14. bel lig'er ent  | 39. buoy'ant      |
| 15. ben e fi'cial   | 40. bu'reau       |
| 16. ben e fi'cia ry | 41. bur'gla ry    |
| 17. ben'e fit ed    | 42. bur lesque'   |
| 18. be nign'        | 43. burst         |
| 19. be queath'      | 44. bur'y         |
| 20. be reave'ment   | 45. busi'ness     |
| 21. be siege'       | 46. bus'y         |
| 22. bil'ious        | 47. cab'bage      |
| 23. bil'lion        | 48. ca dav'er ous |
| 24. bis'cuit        | 49. ca lam'i tous |
| 25. bi tu'mi nous   | 50. ca lam'i ty   |

# LESSON VII.

- |                    |                        |
|--------------------|------------------------|
| 1. cal'en dar      | 26. cau'li flow er     |
| 2. ca lum'ni ate   | 27. cau'ter ize        |
| 3. cam paign'      | 28. cau'tious ly       |
| 4. cam'phor        | 29. cav a lier'        |
| 5. can'vas         | 30. ceil'ing           |
| 6. can'vass        | 31. ce ler'i ty        |
| 7. ca'pa ble       | 32. ce les'tial        |
| 8. ca pac'i ty     | 33. cem'e ter y        |
| 9. ca price'       | 34. cen'sur a ble      |
| 10. ca pri'cious   | 35. cen trif'u gal     |
| 11. cap'tious      | 36. cer e mo'ni ous    |
| 12. ca reen'       | 37. cer tif'i cate     |
| 13. car'i ca ture  | 38. ces sa'tion        |
| 14. car'pet ing    | 39. cha grin'          |
| 15. car'riage      | 40. chal'lenge         |
| 16. car'ti lage    | 41. chan de lier'      |
| 17. car'tridge     | 42. change'a ble       |
| 18. caste          | 43. chan'ging          |
| 19. cas'u al       | 44. cha'ot'ic          |
| 20. cat'a logue    | 45. char ac ter is'tic |
| 21. ca tarrh'      | 46. charge'a ble       |
| 22. cat as'tro phe | 47. chas'tise ment     |
| 23. cat'e go ry    | 48. chief'tain         |
| 24. cat'er pil lar | 49. chi mer'ic al      |
| 25. ca the'dral    | 50. chiv'al rous       |

## LESSON X.

- |                       |                       |
|-----------------------|-----------------------|
| 1. con jec'ture       | 26. con tin'u ance    |
| 2. con nois seur'     | 27. con tra vene'     |
| 3. con'quest          | 28. con'tro ver sy    |
| 4. con'science        | 29. con'tu ma cy      |
| 5. con sci en'tious   | 30. con'tu me ly      |
| 6. con'scious ness    | 31. con va les'cence  |
| 7. con'se quence      | 32. con ver'sion      |
| 8. con'se quent       | 33. con vin'cing      |
| 9. con serv'a tive    | 34. co'pi ous         |
| 10. con sid'er ate    | 35. cor re spond'ence |
| 11. con sist'ent      | 36. cor rob'o rate    |
| 12. con sol'i date    | 37. cor'ru ga ted     |
| 13. con spic'u ous    | 38. cor rupt'i ble    |
| 14. con stel la'tions | 39. coun'cil          |
| 15. con ster na'tion  | 40. coun'sel          |
| 16. con sum'mate      | 41. coun'sel or       |
| 17. con sump'tion     | 42. coun'te nance     |
| 18. con ta'gion       | 43. coun'ter feit     |
| 19. con ta'gious      | 44. cou ra'geous      |
| 20. con tam'i nate    | 45. cour'te ous ly    |
| 21. con tempt'i ble   | 46. cour'te sy        |
| 22. con ten'tious     | 47. cov'et ous ness   |
| 23. con ti gu'i ty    | 48. crea'ture         |
| 24. con tig'u ous     | 49. cre den'tial      |
| 25. con tin'gen cy    | 50. cred'i ble        |

LESSON XI.

- |                    |                      |
|--------------------|----------------------|
| 1. cred'u lous     | 26. de cep'tion      |
| 2. cres'cent       | 27. de ci'pher       |
| 3. cri te'ri on    | 28. de ci'sive       |
| 4. crit'ic al      | 29. dec la ma'tion   |
| 5. crit'i cism     | 30. de clar'a tive   |
| 6. cro chet'ing    | 31. de clar'a to ry  |
| 7. croc'o dile     | 32. dec'o rate       |
| 8. crys'tal        | 33. de co'rum        |
| 9. crys'tal lize   | 34. def al ca'tion   |
| 10. cu'li na ry    | 35. de fend'ant      |
| 11. cu ri os'i ty  | 36. de fen'si ble    |
| 12. cur'so ry      | 37. def'er ence      |
| 13. cur'tain       | 38. de fi'cien cy    |
| 14. cy'clone       | 39. def'i nite       |
| 15. cyl'in der     | 40. de gen'er ate    |
| 16. cy lin'dric al | 41. de layed'        |
| 17. cy'no sure     | 42. del e te'ri ous  |
| 18. dai'ry         | 43. de li'cious      |
| 19. dam'ask        | 44. de lin'e ate     |
| 20. daunt'less     | 45. de lin'quent     |
| 21. de barred'     | 46. de lir'i ous     |
| 22. de bil'i tate  | 47. de liv'er ance   |
| 23. de bil'i ty    | 48. dem o li'tion    |
| 24. deb ris'       | 49. de mon'stra tive |
| 25. de ceit'ful    | 50. de mur'rage      |

## LESSON XII.

- |                     |                       |
|---------------------|-----------------------|
| 1. de no'ting       | 26. dif'fi dence      |
| 2. dep're cate      | 27. dif fu'sion       |
| 3. de pre'ci ate    | 28. di gest'i ble     |
| 4. de riv'a tive    | 29. di gres'sion      |
| 5. der'o gate       | 30. di lap'i da ted   |
| 6. des'e crate      | 31. dil'a to ry       |
| 7. de sid e ra'tum  | 32. di lem'ma         |
| 8. des'ig na ted    | 33. dil'i gence       |
| 9. de sir'a ble     | 34. dil'i gent        |
| 10. des o la'tion   | 35. di men'sion       |
| 11. des'pi ca ble   | 36. di min'u tive     |
| 12. des sert'       | 37. din'gy            |
| 13. des ti na'tion  | 38. di plo'ma cy      |
| 14. des'tine        | 39. dis a gree'a ble  |
| 15. des ti tu'tion  | 40. dis ap point'ment |
| 16. de struc'ti ble | 41. dis as'trous      |
| 17. des'ul to ry    | 42. dis burs'ing      |
| 18. de te'ri o rate | 43. dis cern'ment     |
| 19. de test'a ble   | 44. dis'ci pline      |
| 20. de vel'op ment  | 45. dis clo'sure      |
| 21. de vi a'tion    | 46. dis coun'te nance |
| 22. dex ter'i ty    | 47. dis cour'age ment |
| 23. di'a logue      | 48. dis creet'        |
| 24. di'a ry         | 49. dis crep'an cy    |
| 25. dif'fer ence    | 50. dis cre'tion      |

LESSON XIII.

- |                         |                       |
|-------------------------|-----------------------|
| 1. dis crim'i nate      | 26. doc'ile           |
| 2. dis cus'sion         | 27. do cil'i ty       |
| 3. dis grace'           | 28. dom'i cile        |
| 4. dis gui'sing         | 29. dom i neer'       |
| 5. dis par'age          | 30. dor'mant          |
| 6. dis pelled'          | 31. draught           |
| 7. dis pen'sa ry        | 32. drug'gist         |
| 8. dis pense'           | 33. drunk'en ness     |
| 9. dis perse'           | 34. du'bi ous         |
| 10. dis qui'e tude      | 35. duc'tile          |
| 11. dis qui si'tion     | 36. du'pli cate       |
| 12. dis sat is fac'tion | 37. du plic'i ty      |
| 13. dis sem'i nate      | 38. du'ti a ble       |
| 14. dis sen'sion        | 39. dye'ing           |
| 15. dis sim'i lar       | 40. dys'en ter y      |
| 16. dis sim u la'tion   | 41. ea'ger ness       |
| 17. dis si pa'tion      | 42. ear'nest          |
| 18. dis so lu'tion      | 43. earn'ing          |
| 19. dis suade'          | 44. eb ul li'tion     |
| 20. dis taste'ful       | 45. ec cen'tric       |
| 21. dis tin'guish       | 46. ec o nom'ic al ly |
| 22. dis tor'tion        | 47. e con'o mize      |
| 23. dis turb'ance       | 48. ec'sta sy         |
| 24. di ver'sion         | 49. ed'i fice         |
| 25. di ver'si ty        | 50. ef fer vesce'     |

## LESSON XIV.

- |                        |                       |
|------------------------|-----------------------|
| 1. ef fer ves'cence    | 26. em i gra'tion     |
| 2. ef fi ca'cious      | 27. em'i nent         |
| 3. ef'fi ca cy         | 28. e mol'u ment      |
| 4. ef fi'cient         | 29. em'pha sis        |
| 5. ef front'er y       | 30. em'pha size       |
| 6. e gre'gious         | 31. em po'ri um       |
| 7. e lab'o rate        | 32. en am'el          |
| 8. el as tic'i ty      | 33. en co'mi um       |
| 9. e lec tri'cian      | 34. en cored'         |
| 10. el e e mos'y na ry | 35. en cour'age ment  |
| 11. el'e gance         | 36. en croach'        |
| 12. el e men'ta ry     | 37. en cy clo pe'di a |
| 13. e lic'it ed        | 38. en deav'or        |
| 14. el'i gi ble        | 39. en dur'ance       |
| 15. el ix'ir           | 40. e ner'vate        |
| 16. el lip'sis         | 41. en gage'ment      |
| 17. el'o quence        | 42. en gi neer'       |
| 18. e lu'ci date       | 43. e nig'ma          |
| 19. e ma'ci ate        | 44. en light'ened     |
| 20. em'a nate          | 45. en su'ing         |
| 21. e man'ci pate      | 46. en'ter prise      |
| 22. em bar'rassed      | 47. en thu'si asm     |
| 23. em'bas sy          | 48. en thu si as'tic  |
| 24. em bez'zle ment    | 49. en'vi a ble       |
| 25. e mer'gen cy       | 50. eph em'er al      |

LESSON XV.

- |                    |                      |
|--------------------|----------------------|
| 1. ep i dem'ic     | 26. eu'lo gy         |
| 2. ep'i thet       | 27. eu pho'ni ous    |
| 3. ep'och          | 28. ev a nes'cent    |
| 4. e'qual ize      | 29. e vap'o rate     |
| 5. e'qual ly       | 30. ev'i dence       |
| 6. e qua nim'i ty  | 31. ex ag'ger ate    |
| 7. e ques'tri an   | 32. ex'ca vate       |
| 8. e qui lib'ri um | 33. ex ceed'         |
| 9. e qui noc'tial  | 34. ex ceed'ing ly   |
| 10. eq'ui ta ble   | 35. ex'cel lence     |
| 11. eq'ui ty       | 36. ex'cel len cy    |
| 12. e quiv'a lent  | 37. ex'cel lent      |
| 13. e quiv'o cal   | 38. ex cess'         |
| 14. e rad'i cate   | 39. ex cess'ive      |
| 15. e ra'sa ble    | 40. ex clu'sive      |
| 16. er rat'ic      | 41. ex cres'cence    |
| 17. er ro'ne ous   | 42. ex cru'ci a ting |
| 18. er u di'tion   | 43. ex cur'sion      |
| 19. es cutch'eon   | 44. ex cu'sa ble     |
| 20. es pe'cial ly  | 45. ex'e crate       |
| 21. es sayed'      | 46. ex ec'u tor      |
| 22. es'sence       | 47. ex ec'u trix     |
| 23. es sen'tial    | 48. ex'em pla ry     |
| 24. e the're al    | 49. ex em'pli fy     |
| 25. et'i quette    | 50. ex empt'         |



## LESSON XVI.

- |                    |                       |
|--------------------|-----------------------|
| 1. ex'er cised     | 26. ex tor'tion       |
| 2. ex er'tion      | 27. ex tra'ne ous     |
| 3. ex haus'tion    | 28. ex traor'di na ry |
| 4. ex hib'it       | 29. ex trav'a gant    |
| 5. ex hi bi'tion   | 30. ex'tri cate       |
| 6. ex hil'a rate   | 31. ey'ing            |
| 7. ex hort'        | 32. fab'u lous        |
| 8. ex'i gen cy     | 33. fa ce'tious       |
| 9. ex on'er ate    | 34. fac'ile           |
| 10. ex or'bi tant  | 35. fa cil'i tate     |
| 11. ex panse'      | 36. fa cil'i ties     |
| 12. ex pa'ti ate   | 37. fac sim'i le      |
| 13. ex pe'di ent   | 38. fac'tious         |
| 14. ex'pe dite     | 39. fac ti'tious      |
| 15. ex pe di'tious | 40. fal la'cious      |
| 16. ex pense'      | 41. fal'li ble        |
| 17. ex pe'ri ence  | 42. fa mil'iar        |
| 18. ex'pi ate      | 43. fas'ci nate       |
| 19. ex pi ra'tion  | 44. fa tigu'ing       |
| 20. ex plic'it     | 45. fa'vor a bly      |
| 21. ex ploit'      | 46. fea'si ble        |
| 22. ex'qui site    | 47. fea'ture          |
| 23. ex ter'mi nate | 48. fe lic'i tous     |
| 24. ex tinct'      | 49. fe lic'i ty       |
| 25. ex'tir pate    | 50. fe roc'i ty       |

LESSON XVII.

- |                     |                    |
|---------------------|--------------------|
| 1. fer'tile         | 26. for'ger        |
| 2. fer'til ize      | 27. for get'ting   |
| 3. fic ti'tious     | 28. form'al ly     |
| 4. fi del'i ty      | 29. for'mer ly     |
| 5. fierce           | 30. for'ti eth     |
| 6. fif'ti eth       | 31. for tu'i tous  |
| 7. fil'i gree       | 32. for'ty         |
| 8. fi nance'        | 33. for'ward ed    |
| 9. fi nan'cial      | 34. four'teenth    |
| 10. fin an cier'    | 35. frac'tious     |
| 11. fix'ture        | 36. frag'ile       |
| 12. fla'grant       | 37. fra'grant      |
| 13. flan'nel        | 38. fran'chise     |
| 14. flex i bil'i ty | 39. fre'quen cy    |
| 15. flim'sy         | 40. frig'id        |
| 16. flu'en cy       | 41. fru'gal        |
| 17. flu'ent         | 42. ful fil'ment.  |
| 18. for bear'ance   | 43. func'tion      |
| 19. for'ci ble      | 44. fur'nace       |
| 20. fore clo'sure   | 45. fu tu'ri ty    |
| 21. fore go'        | 46. gait'er        |
| 22. fore'head       | 47. gar nish ee'   |
| 23. for'eign er     | 48. gau'ging       |
| 24. fore tell'      | 49. gen er al'i ty |
| 25. for'fei ture    | 50. gen er os'i ty |

## LESSON XVIII.

- |                       |                       |
|-----------------------|-----------------------|
| 1. gen'er ous         | 26. griev'ous         |
| 2. ge ra'ni um        | 27. gri ma'ces        |
| 3. ghost              | 28. gro tesque'       |
| 4. gi'ant             | 29. guar an tee'      |
| 5. gi gan'tic         | 30. guar'an ty        |
| 6. ging'ham           | 31. guard'i an        |
| 7. glac'i er          | 32. guid'ance         |
| 8. gla'zier           | 33. gym na'si um      |
| 9. glo'ri fied        | 34. gym nas'tics      |
| 10. glyc'er in        | 35. ha bil'i ment     |
| 11. gnaw              | 36. ha bit'u al       |
| 12. gor'geous         | 37. hab'i tude        |
| 13. gos'sa mer        | 38. hal'cy on         |
| 14. gov'ern ment      | 39. hal'i but         |
| 15. gov'ern or        | 40. hal lu ci na'tion |
| 16. gra'cious         | 41. hand'ker chief    |
| 17. gram'mar          | 42. hand'some         |
| 18. gran'a ry         | 43. ha rangue'        |
| 19. gran'deur         | 44. har'assed         |
| 20. grate'ful         | 45. har mo'ni ous     |
| 21. grat i fi ca'tion | 46. har'mo nize       |
| 22. gra tu'i tous     | 47. haste             |
| 23. gra tu'i ty       | 48. haz'ard ous       |
| 24. greas'y           | 49. hei'nous          |
| 25. griev'ance        | 50. hem'or rhage      |

LESSON XIX.

- |                       |                         |
|-----------------------|-------------------------|
| 1. her biv'o rous     | 26. hyp oc'ri sy        |
| 2. he red'i ta ry     | 27. hyp'o crite         |
| 3. hes'i tate         | 28. hy poth'e cate      |
| 4. hes i ta'tion      | 29. hy poth'e sis       |
| 5. het'er o dox       | 30. i'ci cle            |
| 6. het er o ge'ne ous | 31. i den'tic al        |
| 7. hi a'tus           | 32. i den ti fi ca'tion |
| 8. hick'o ry          | 33. id i o syn'cra sy   |
| 9. hid'e ous          | 34. i dol'a try         |
| 10. hi er o glyph'ics | 35. ig'no min y         |
| 11. hi lar'i ty       | 36. ig'no rance         |
| 12. hip po pot'a mus  | 37. il leg'i ble        |
| 13. hom'i ny          | 38. il lib'er al        |
| 14. ho ri'zon         | 39. il lit'er ate       |
| 15. hor i zon'tal     | 40. il lu'mi nate       |
| 16. hos til'i ty      | 41. iñ lu'sive          |
| 17. hu mil'i a ting   | 42. il lus'tri ous      |
| 18. hu mil i a'tion   | 43. im ag'i na ry       |
| 19. hy'a cinth        | 44. im'be cile          |
| 20. hy'drant          | 45. im i ta'tion        |
| 21. hy drau'lic       | 46. im mac'u late       |
| 22. hy'dro gen        | 47. im ma tur'i ty      |
| 23. hy dro pho'bi a   | 48. im me'di ate ly     |
| 24. hy'gi ene         | 49. im mense'           |
| 25. hy'phen           | 50. im men'si ty        |

## LESSON XX.

- |                      |                        |
|----------------------|------------------------|
| 1. im mi gra'tion    | 26. in au'gu rate      |
| 2. im'mi nent        | 27. in au gu ra'tion   |
| 3. im mo ral'i ty    | 28. in ca pac'i tate   |
| 4. im mu'ta ble      | 29. in cen'di a ry     |
| 5. im pan'el         | 30. in ces'sant        |
| 6. im par'tial       | 31. in cip'i ent       |
| 7. im par ti al'i ty | 32. in ci'sion         |
| 8. im pelled'        | 33. in clem'en cy      |
| 9. im per'iled       | 34. in clem'ent        |
| 10. im per'ti nence  | 35. in cli na'tion     |
| 11. im per'vi ous    | 36. in clo'sure        |
| 12. im'pe tus        | 37. in clu'sive        |
| 13. im'pi ous        | 38. in com'pa ra bly   |
| 14. im pla'ca ble    | 39. in con ve'nient    |
| 15. im'pli cate      | 40. in cor'po rate     |
| 16. im po lite'      | 41. in cor'ri gi ble   |
| 17. im pol'i tic     | 42. in cred'i ble      |
| 18. im por'tu nate   | 43. in debt'ed ness    |
| 19. im por tune'     | 44. in de fat'i ga ble |
| 20. im pro pri'et y  | 45. in de fen'si ble   |
| 21. im pugn'         | 46. in del'i ble       |
| 22. im'pulse         | 47. in dem'ni fy       |
| 23. in a bil'i ty    | 48. in dem'ni ty       |
| 24. in ac cess'i ble | 49. in de pend'ence    |
| 25. in an'i mate     | 50. in'di cate         |

## LESSON XXI.

- |                      |                       |
|----------------------|-----------------------|
| 1. in dict'ment      | 26. in gra'ti ate     |
| 2. in dif'fer ent    | 27. in her'it ance    |
| 3. in dig'e nous     | 28. in im'i cal       |
| 4. in'di gent        | 29. in iq'ui tous     |
| 5. in dis creet'     | 30. in i'tial         |
| 6. in dis pen'sa ble | 31. in i'ti ate       |
| 7. in di vid'u al    | 32. in junc'tion      |
| 8. in dors'ing       | 33. in'no cence       |
| 9. in dul'gence      | 34. in no va'tion     |
| 10. in ef fi'cien cy | 35. in nu en'does     |
| 11. in el'i gi ble   | 36. in oc'u late      |
| 12. in er'tia        | 37. in or'di nate     |
| 13. in ev'i ta ble   | 38. in'quest          |
| 14. in ex'o ra ble   | 39. in qui si'tion    |
| 15. in ex'tri ca ble | 40. in quis'i tive    |
| 16. in fal'li ble    | 41. in sa'tia ble     |
| 17. in fec'tion      | 42. in scru'ta ble    |
| 18. in'fer ence      | 43. in sen'si ble     |
| 19. in'fi nite       | 44. in sep'a ra ble   |
| 20. in flam'ma ble   | 45. in sid'i ous      |
| 21. in flam ma'tion  | 46. in sig nif'i cant |
| 22. in flu en'tial   | 47. in sin cere'      |
| 23. in fringe'ment   | 48. in sol'u ble      |
| 24. in gen'ious      | 49. in solv'en cy     |
| 25. in gen'u ous     | 50. in stan ta'ne ous |

## LESSON XXII.

- |                       |                       |
|-----------------------|-----------------------|
| 1. in stinc'tive      | 26. in'tri ca cy      |
| 2. in struct'or       | 27. in trigue'        |
| 3. in'stru ment       | 28. in trin'sic       |
| 4. in suf fi'cient    | 29. in tru'sion       |
| 5. in sur mount'a ble | 30. in tu i'tion      |
| 6. in sur rec'tion    | 31. in un da'tion     |
| 7. in tel lec'tu al   | 32. in va'ri a ble    |
| 8. in tel'li gent ly  | 33. in veighed'       |
| 9. in ten'si ty       | 34. in vei'gle        |
| 10. in ten'tion       | 35. in ver'sion       |
| 11. in ter cede'      | 36. in vert'          |
| 12. in ter ces'sion   | 37. in ves ti ga'tion |
| 13. in ter dict'ed    | 38. in vid'i ous      |
| 14. in ter fer'ence   | 39. in vin'ci ble     |
| 15. in ter jec'tion   | 40. in vis'i ble      |
| 16. in ter'mi na ble  | 41. in vite'          |
| 17. in ter'ro gate    | 42. in'voice          |
| 18. in ter rup'tion   | 43. in volve'         |
| 19. in ter sperse'    | 44. i ras'ci ble      |
| 20. in ter vene'      | 45. ir i des'cent     |
| 21. in tes'tate       | 46. ir rel'e vant     |
| 22. in'ti ma cy       | 47. ir rep'a ra ble   |
| 23. in'ti mate        | 48. ir re press'i ble |
| 24. in tol'er a ble   | 49. ir re sist'i ble  |
| 25. in tol'er ant     | 50. ir re triev'a ble |

## LESSON XXIII.

- |                     |                    |
|---------------------|--------------------|
| 1. ir rev'er ent    | 26. lab'y rinth    |
| 2. ir rev'o ca ble  | 27. lac'er ate     |
| 3. ir'ri gate       | 28. lam'en ta bly  |
| 4. ir'ri ta ble     | 29. lan'guage      |
| 5. is'o la ted      | 30. lan'guish      |
| 6. jeal'ous y       | 31. lan'guor       |
| 7. jeop'ard ize     | 32. las'si tude    |
| 8. jeop'ard y       | 33. lat'i tude     |
| 9. jew'el er        | 34. laud'a ble     |
| 10. joc'u lar       | 35. lau'da num     |
| 11. jour'neys       | 36. la'zi ly       |
| 12. judg'ing        | 37. la'zi ness     |
| 13. judg'ment       | 38. leg'a cy       |
| 14. ju di'cial      | 39. le'gal         |
| 15. ju di'cious     | 40. leg'i ble      |
| 16. jui'ci ness     | 41. leg i bil'i ty |
| 17. jus'tice        | 42. leg'is la tor  |
| 18. jus'ti fi a ble | 43. le git'i mate  |
| 19. ju've nile      | 44. lei'sure       |
| 20. ker'o sene      | 45. length         |
| 21. knead           | 46. le'nien cy     |
| 22. kneel           | 47. let'tuce       |
| 23. knowl'edge      | 48. li'bel ant     |
| 24. lab'o ra to ry  | 49. li'bel ous     |
| 25. la bo'ri ous    | 50. li'cense       |



## LESSON XXIV.

- |                     |                     |
|---------------------|---------------------|
| 1. li bra'ri an     | 26. lu cu bra'tion  |
| 2. lien             | 27. lu'di crous     |
| 3. lieu             | 28. lus'cious       |
| 4. lieu ten'ant     | 29. lux u'ri ant    |
| 5. light'en ing     | 30. ly ce'um        |
| 6. light'ning       | 31. mac ad'am ize   |
| 7. lil'ies          | 32. ma chin'er y    |
| 8. lin'e a ment     | 33. ma chin'ist     |
| 9. lin'i ment       | 34. mack'er el      |
| 10. liq'ue fy       | 35. mag a zine'     |
| 11. liq'uid         | 36. ma gi'cian      |
| 12. liq'ui date     | 37. mag'is trate    |
| 13. lit'er a ture   | 38. mag nan'i mous  |
| 14. lith og'ra pher | 39. mag ne'si a     |
| 15. lit i ga'tion   | 40. mag net'ic      |
| 16. li tig'ious     | 41. mag nif'i cence |
| 17. live'li hood    | 42. mag'ni tude     |
| 18. liz'ard         | 43. ma hog'a ny     |
| 19. lo gi'cian      | 44. main'te nance   |
| 20. lon gev'i ty    | 45. mal fea'sance   |
| 21. loose           | 46. ma li'cious     |
| 22. lo qua'cious    | 47. ma lign'        |
| 23. los'ing         | 48. ma lig'ni ty    |
| 24. lov'a ble       | 49. man'a ging      |
| 25. lu'cra tive     | 50. ma nip'u late   |

LESSON XXV.

- |                       |                     |
|-----------------------|---------------------|
| 1. ma neu' ver        | 26. mech'a nism     |
| 2. man u fac'to ry    | 27. me dic'i nal    |
| 3. man u fac'ture     | 28. med'i cine      |
| 4. man u fac'tur er   | 29. me'di o cre     |
| 5. man'u script       | 30. me di oc'ri ty  |
| 6. ma rine'           | 31. meer'schaum     |
| 7. mar'i time         | 32. mel'an chol y   |
| 8. mar'ket            | 33. mel o'de on     |
| 9. mar'riage          | 34. mel o'di ous    |
| 10. mar'shal          | 35. men'ace         |
| 11. mar'tial          | 36. men ag'e rie    |
| 12. mar'vel           | 37. men da'cious    |
| 13. mar'vel ous       | 38. mer'can tile    |
| 14. mas'cu line       | 39. mer'ce na ry    |
| 15. mas quer ade'     | 40. mer'chan dise   |
| 16. mas'sa cre        | 41. mer'ci less     |
| 17. mas'sive          | 42. me ri'no        |
| 18. ma te'ri al       | 43. mer i to'ri ous |
| 19. math e ma ti'cian | 44. mes'sen ger     |
| 20. mat'ri mo ny      | 45. met al'lic      |
| 21. mat'tress         | 46. met'a phor      |
| 22. mau so le'um      | 47. me trop'o lis   |
| 23. max'i mum         | 48. mi'cro scope    |
| 24. mea'ger           | 49. mien            |
| 25. me chan'ic al     | 50. mi gnon ette'   |

## LESSON XXVI.

- |                       |                      |
|-----------------------|----------------------|
| 1. mile'age           | 26. mon'strous       |
| 2. mil'i ta ry        | 27. mo roc'co        |
| 3. mi li'tia          | 28. mort'gage        |
| 4. mil len'ni um      | 29. mort ga gee'     |
| 5. mil'li ner y       | 30. mort ga geor'    |
| 6. mil lion aire'     | 31. mos qui'toes     |
| 7. min'i a ture       | 32. mov'a ble        |
| 8. min'i mum          | 33. move'ment        |
| 9. mis an'thro py     | 34. mu'ci lage       |
| 10. mis cel la'ne ous | 35. mu'cus           |
| 11. mis'chief         | 36. mul ti fa'ri ous |
| 12. mis'chie vous     | 37. mu nic'i pal     |
| 13. mis con'duct      | 38. mu nif'i cent    |
| 14. mis de mean'or    | 39. mus'cle          |
| 15. mis'sile          | 40. mu si'cian       |
| 16. mis'sion          | 41. myr'tle          |
| 17. mis'sive          | 42. mys te'ri ous    |
| 18. moi'et y          | 43. mys'tic al       |
| 19. mon'as ter y      | 44. mys'ti cism      |
| 20. mon'ey's          | 45. mys'ti fy        |
| 21. mon'o gram        | 46. naph'tha         |
| 22. mon op'o lize     | 47. nar'ra tive      |
| 23. mon op'o ly       | 48. nat'u ral        |
| 24. mon ot'o nous     | 49. nau'se a         |
| 25. mon stros'i ty    | 50. nau'tic al       |

LESSON XXVII.

- |                     |                    |
|---------------------|--------------------|
| 1. nec'es sa ry     | 26. nuí'sance      |
| 2. ne ces'si tate   | 27. nul'li fy      |
| 3. ne ces'si ty     | 28. nu mer'ic al   |
| 4. ne fa'ri ous     | 29. ob'du ra cy    |
| 5. neg'a tive       | 30. o be'di ence   |
| 6. neg'li gence     | 31. o be'di ent    |
| 7. ne go'tia ble    | 32. ob li ga'tion  |
| 8. ne go'ti ate     | 33. ob'li ga to ry |
| 9. neigh'bor        | 34. ob lique'      |
| 10. neph'ew         | 35. ob liq'ui ty   |
| 11. neu'tral        | 36. ob'lo quy      |
| 12. neu'tral ize    | 37. ob'se quies    |
| 13. ni'ce ty        | 38. ob se'qui ous  |
| 14. niche           | 39. ob'so lete     |
| 15. niece           | 40. ob'sta cle     |
| 16. nine'ti eth     | 41. ob'sti na cy   |
| 17. ni'ter          | 42. ob struct'     |
| 18. no'men cla ture | 43. ob struc'tion  |
| 19. nom'i nate      | 44. ob tain'       |
| 20. non cha lance'  | 45. ob tuse'       |
| 21. non'sense       | 46. ob'vi ous      |
| 22. no'tice a ble   | 47. oc ca'sion     |
| 23. no to ri'e ty   | 48. oc'cu pan cy   |
| 24. nox'ious        | 49. oc'cu pant     |
| 25. nu'cle us       | 50. oc curred'     |

## LESSON XXVIII.

- |                     |                        |
|---------------------|------------------------|
| 1. oc cur'rence     | 26. or dain'           |
| 2. o'cher           | 27. or'i fice          |
| 3. oc'u list        | 28. o rig'i nate       |
| 4. o dor if'er ous  | 29. or tho graph'ic al |
| 5. of fi'cial       | 30. os'cil late        |
| 6. of fi'ci ate     | 31. os'se ous          |
| 7. of fi'cious      | 32. os ten'si ble      |
| 8. om'e let         | 33. os ten ta'tious    |
| 9. o mis'sion       | 34. ox'y gen           |
| 10. om'ni bus       | 35. pack'age           |
| 11. om nip'o tent   | 36. pal'a ta ble       |
| 12. om nis'cient    | 37. pal'ate            |
| 13. om niv'o rous   | 38. pal'li ate         |
| 14. on'er ous       | 39. pal'pa ble         |
| 15. o paque'        | 40. par'a chute        |
| 16. o'pi um         | 41. par'a graph        |
| 17. op po'nent      | 42. par'al lel         |
| 18. op por tu'ni ty | 43. par al'y sis       |
| 19. op'po site      | 44. par'a lyze         |
| 20. op po si'tion   | 45. par a pher na'li a |
| 21. op pro'bri um   | 46. par'a site         |
| 22. op ti'cian      | 47. par a sit'ic       |
| 23. op'u lent       | 48. par'a sol          |
| 24. or a to'ri o    | 49. par'cel            |
| 25. or'ches tra     | 50. par e gor'ic       |

LESSON XXIX.

- |                        |                      |
|------------------------|----------------------|
| 1. par'lia ment        | 26. per'emp to ry    |
| 2. par'rot             | 27. per en'ni al     |
| 3. par si mo'ni ous    | 28. per'il ous       |
| 4. par ti al'i ty      | 29. per'jure         |
| 5. par tic'i pate      | 30. per'ju ry        |
| 6. par'ti cle          | 31. per'ma nent      |
| 7. par tic'u lar       | 32. per mis'si ble   |
| 8. par ti'tion         | 33. per ni'cious     |
| 9. pa thet'ic          | 34. per pet u a'tion |
| 10. pa'tience          | 35. per plex'i ty    |
| 11. pat'ron ize        | 36. per'qui site     |
| 12. pa vil'ion         | 37. per se ver'ance  |
| 13. peace'a ble        | 38. per sist'ence    |
| 14. pe cul'iar         | 39. per spi ra'tion  |
| 15. pe cu li ar'i ties | 40. per suade'       |
| 16. pe cu'ni a ry      | 41. per sua'sion     |
| 17. ped'es tal         | 42. per ti nac'i ty  |
| 18. pen'du lum         | 43. per'ti nent      |
| 19. pen'e trate        | 44. per tur ba'tion  |
| 20. pen i ten'tia ry   | 45. pe ruse'         |
| 21. pen'nant           | 46. per ver'sion     |
| 22. pe nu'ri ous       | 47. per ver'si ty    |
| 23. pen'u ry           | 48. pes'ti lence     |
| 24. per ceive'         | 49. pe ti'tion ing   |
| 25. per cep'ti ble     | 50. pe tro'le um     |

**LESSON XXX.**

- |                     |                     |
|---------------------|---------------------|
| 1. pet'u lant       | 26. plain'tiff      |
| 2. pha'e ton        | 27. plain'tive      |
| 3. phan'tom         | 28. pla teau'       |
| 4. phe'nix          | 29. plau'dit        |
| 5. phe nom'en on    | 30. plau'si ble     |
| 6. phi lan'thro py  | 31. pleas'ant       |
| 7. phi los'o phy    | 32. ple'na ry       |
| 8. phlegm           | 33. plen'te ous     |
| 9. phos'phor us     | 34. pleu'ri sy      |
| 10. phra se ol'o gy | 35. poign'an cy     |
| 11. phys'ic al      | 36. poi'son         |
| 12. phy si'cian     | 37. pol i ti'cian   |
| 13. phy sique'      | 38. po lyg a my     |
| 14. pic tur esque'  | 39. pome'gran ate   |
| 15. piece           | 40. pom'pous        |
| 16. pig'eon         | 41. porce'lain      |
| 17. pi'quan cy      | 42. por'ous         |
| 18. pi'ra cy        | 43. por tent'ous    |
| 19. pit'e ous       | 44. po si'tion      |
| 20. pit'i a ble     | 45. pos sess'       |
| 21. pit'i ful       | 46. pos ses'sion    |
| 22. pit'tance       | 47. pos si bil'i ty |
| 23. plac'ard        | 48. post pone'      |
| 24. pla'gi a rism   | 49. post'script     |
| 25. pla'guy         | 50. po'tent         |

## LESSON XXXI.

- |                       |                      |
|-----------------------|----------------------|
| 1. po'ten cy          | 26. pre pon'der ance |
| 2. po ten'tial        | 27. pre'science      |
| 3. poul'tice          | 28. pre scribe'      |
| 4. prac'tic al        | 29. pre scrip'tion   |
| 5. prac ti'tion er    | 30. pre sen'ti ment  |
| 6. prai'rie           | 31. pre sent'ment    |
| 7. pre ce'dence       | 32. pres'i den cy    |
| 8. prec'e dent        | 33. pre su'ma bly    |
| 9. pre'cinct          | 34. pre sume'        |
| 10. pre'cious         | 35. pre sump'tion    |
| 11. prec'i pice       | 36. pre sump'tu ous  |
| 12. pre cip'i tate    | 37. pre tense'       |
| 13. pre ci'sion       | 38. pre ten'sion     |
| 14. pred e ces'sor    | 39. pre ten'tious    |
| 15. pre dic'a ment    | 40. prev'a lence     |
| 16. pre dict'         | 41. pre'vi ous ly    |
| 17. pre di lec'tion   | 42. prim'i tive      |
| 18. pre dom'i na ting | 43. prin'ci pal ly   |
| 19. pre em'i nent     | 44. prin'ci ple      |
| 20. pre ferred'       | 45. priv'i lege      |
| 21. pref'er a bly     | 46. prob a bil'i ty  |
| 22. pref'er ence      | 47. prob'a bly       |
| 23. prej'u dice       | 48. pro ce'dure      |
| 24. prej u di'cial    | 49. proc'ess         |
| 25. pre lim'i na ry   | 50. proc la ma'tion  |



## LESSON XXXII.

- |                     |                       |
|---------------------|-----------------------|
| 1. pro cras'ti nate | 26. pros'per ous      |
| 2. prod'i gy        | 27. pros per'i ty     |
| 3. pro fane'        | 28. pro thon'o ta ry  |
| 4. prof'fered       | 29. pro vin'cial      |
| 5. pro fi'cient     | 30. prov o ca'tion    |
| 6. pro'file         | 31. pro voke'         |
| 7. prog nos'ti cate | 32. prox im'i ty      |
| 8. pro'gram         | 33. pru'dence         |
| 9. prom en ade'     | 34. pub lic'i ty      |
| 10. prom'i nence    | 35. pul'mo na ry      |
| 11. pro mis'cu ous  | 36. pul'ver ize       |
| 12. prom'is so ry   | 37. punc'tu al ly     |
| 13. prompt'i tude   | 38. punc tu al'i ty   |
| 14. pro mul'gate    | 39. pur'chase         |
| 15. pro nounce'     | 40. pur loin'         |
| 16. pro noun'cing   | 41. pur'port          |
| 17. pro pen'si ty   | 42. pur'pose          |
| 18. proph'e cy      | 43. pur su'ant        |
| 19. pro pi'ti ate   | 44. pur sue'          |
| 20. pro pi'tious    | 45. pur su'ing        |
| 21. pro pri'et y    | 46. pur suit'         |
| 22. pro sa'ic       | 47. pu sil lan'i mous |
| 23. pros'e cute     | 48. puz'zle           |
| 24. pros e cu'tion  | 49. pyr'a mid         |
| 25. pros'e lyte     | 50. py ro tech'nic    |

LESSON XXXIII.

- |                      |                        |
|----------------------|------------------------|
| 1. qual i fi ca'tion | 26. re cip'i ent       |
| 2. quar'an tine      | 27. re cip'ro cal      |
| 3. quar' rel         | 28. re cip'ro cate     |
| 4. qui es' cent      | 29. rec i proc'i ty    |
| 5. quin'in           | 30. rec i ta'tion      |
| 6. quo'ta            | 31. rec ol lec'tion    |
| 7. rad'i cal         | 32. rec om mend'       |
| 8. rail'ler y        | 33. rec om men da'tion |
| 9. rai'sin           | 34. rec'om pense       |
| 10. ra pa'cious      | 35. rec on noi'ter     |
| 11. ra pac'i ty      | 36. rec're ant         |
| 12. ra pid'i ty      | 37. re cu'per ate      |
| 13. rar'e fy         | 38. re cur'rence       |
| 14. rar'i ty         | 39. re doubt'a ble     |
| 15. rasp'ber ries    | 40. re en forced'      |
| 16. rat i fi ca'tion | 41. re ferred'         |
| 17. re bel'lious     | 42. ref er ee'         |
| 18. re cede'         | 43. ref'er ence        |
| 19. re ceipt'        | 44. re frig'er a tor   |
| 20. re ceiv'a ble    | 45. reg u la'tion      |
| 21. re ceiv'ing      | 46. re hearse'         |
| 22. re'cent ly       | 47. reign              |
| 23. re cep'ta cle    | 48. re im burse        |
| 24. re cep'tion      | 49. rein'deer          |
| 25. rec'i pe         | 50. re it'er ate       |

## LESSON XXXIV.

- |                        |                    |
|------------------------|--------------------|
| 1. rel'e ga ted        | 26. re quite'      |
| 2. re lieve'           | 27. re scind'      |
| 3. re lig'ion          | 28. res'er voir    |
| 4. re luc'tance        | 29. res'i dence    |
| 5. rem i nis'cence     | 30. res'i due      |
| 6. re mit'tance        | 31. re sign'       |
| 7. re mu'ner a tive    | 32. res ig na'tion |
| 8. re nounce'          | 33. re sist'ance   |
| 9. re nown'            | 34. res o lu'tion  |
| 10. rep a ra'tion      | 35. re sour'ces    |
| 11. re pent'ance       | 36. re spect'      |
| 12. rep e ti'tion      | 37. re spect'a ble |
| 13. re plev'in         | 38. res pi ra'tion |
| 14. rep re hen'si ble  | 39. res'pite       |
| 15. rep re sent'a tive | 40. re spon'si ble |
| 16. re prieve'         | 41. re spon'sive   |
| 17. rep ri mand'       | 42. res'tau rant   |
| 18. re pri'sal         | 43. re sump'tion   |
| 19. re proach'         | 44. re sus'ci tate |
| 20. rep'tile           | 45. re tal'i ate   |
| 21. re pu'di ate       | 46. ret'i cence    |
| 22. re pulse'          | 47. ret'i cent     |
| 23. rep'u ta ble       | 48. re tort'       |
| 24. re quire'ment      | 49. re trieve'     |
| 25. req'ui site        | 50. ret'ro spect   |

LESSON XXXV.

- |                      |                         |
|----------------------|-------------------------|
| 1. re venge'         | 26. sal'a ry            |
| 2. rev'e nue         | 27. sa'line             |
| 3. re ver ber a'tion | 28. sa li'va            |
| 4. rev'er ence       | 29. sa lu'bri ous       |
| 5. re verse'         | 30. sal'u ta ry         |
| 6. re volve'         | 31. sanc'tion           |
| 7. rhe tor'ic al     | 32. sanc'tu ar y        |
| 8. rheu'ma tism      | 33. san'guine ly        |
| 9. rhu'barb          | 34. san'i ta ry         |
| 10. ribbed           | 35. san'i ty            |
| 11. ri dic'u lous    | 36. sar cas'tic al ly   |
| 12. right'eous       | 37. sar sa pa ril'la    |
| 13. rogue            | 38. sas'sa fras         |
| 14. rogu'ish         | 39. satch'el            |
| 15. route            | 40. sa ti'e ty          |
| 16. rou'tine         | 41. sat is fac'to ri ly |
| 17. ruf'fi an        | 42. saun'ter ing        |
| 18. sac'cha rine     | 43. sau'sage            |
| 19. sac'ri fice      | 44. scan'dal            |
| 20. sac'ri lege      | 45. scarce'ly           |
| 21. sac ri le'gious  | 46. scar'ci ty          |
| 22. sa ga'cious      | 47. scar la ti'na       |
| 23. sa gac'i ty      | 48. scen'ic             |
| 24. sa'la ble        | 49. scent               |
| 25. sal'ad           | 50. scep'ter            |

## LESSON XXXVI.

- |                     |                      |
|---------------------|----------------------|
| 1. sched'ule        | 26. sen'si tive ness |
| 2. scheme           | 27. sen'tence        |
| 3. sci en tif'ic    | 28. sen ten'tious    |
| 4. scin'til late    | 29. sen'ti ent       |
| 5. scis'sors        | 30. sen'ti nel       |
| 6. scoun'drel       | 31. sep'a ra ble     |
| 7. scourge          | 32. sep'a rate       |
| 8. scru'ti ny       | 33. ser e nade'      |
| 9. scum             | 34. se rene'         |
| 10. scur'ril ous    | 35. se ren'i ty      |
| 11. scythe          | 36. se'ri es         |
| 12. se clude'       | 37. se'ri ous        |
| 13. se'cre cy       | 38. serv'ice a ble   |
| 14. sec're tar y    | 39. serv'i tude      |
| 15. se crete'       | 40. sher'iff         |
| 16. se cure'        | 41. shield           |
| 17. sed'a tive      | 42. shipped          |
| 18. sed'en ta ry    | 43. shrewd'ly        |
| 19. sed'u lous ly   | 44. siege            |
| 20. seize           | 45. sieve            |
| 21. sei'zure        | 46. sig nif'i cant   |
| 22. sel'dom         | 47. si'lence         |
| 23. sem'i na ry     | 48. sim i lar'i ty   |
| 24. sen si bil'i ty | 49. si mil'i tude    |
| 25. sen'si ble      | 50. sim ul ta'ne ous |

LESSON XXXVII.

- |                   |                       |
|-------------------|-----------------------|
| 1. sin cere'      | 26. spe'ci es         |
| 2. sin cer'i ty   | 27. spec i fi ca'tion |
| 3. si'ne cure     | 28. spec'i fied       |
| 4. site           | 29. spe'cious         |
| 5. skein          | 30. speed'i ly        |
| 6. skep'tic       | 31. spit toon'        |
| 7. skil'ful       | 32. splen'did         |
| 8. slov'en ly     | 33. spon'gy           |
| 9. so bri'e ty    | 34. spon ta'ne ous    |
| 10. so'cial ly    | 35. spoon'fuls        |
| 11. so ci'e ty    | 36. spright'ly        |
| 12. so lem'ni ty  | 37. stag'nant         |
| 13. so lic'it ous | 38. sta tis'tics      |
| 14. so lic'i tude | 39. sten'cil          |
| 15. so lil'o quy  | 40. ster'e o type     |
| 16. sol'i ta ry   | 41. ste've dore       |
| 17. sol'u ble     | 42. stim'u late       |
| 18. so lu'tion    | 43. stip'u late       |
| 19. so no'rous    | 44. stom'ach          |
| 20. soph'o more   | 45. strat'a gem       |
| 21. sou ve nir'   | 46. strength'ened     |
| 22. sov'er eign   | 47. stren'u ous       |
| 23. spa'cious     | 48. strin'gen cy      |
| 24. spe'cial      | 49. strych'nin        |
| 25. spe'cie       | 50. stu'pe fy         |

## LESSON XXXVIII.

- |                      |                         |
|----------------------|-------------------------|
| 1. stu pen'dous      | 26. suit'a bly          |
| 2. sub'ju gate       | 27. suite               |
| 3. sub merge'        | 28. sum'ma ry           |
| 4. sub poe'na        | 29. sum'mons es         |
| 5. sub scribe'       | 30. sump'tu ous         |
| 6. sub'se quent      | 31. su per an'nu a ted  |
| 7. sub serv'i en cy  | 32. su per cil'i ous    |
| 8. sub'si dize       | 33. su per flu ous      |
| 9. sub sist'ence     | 34. su per in tend'ent  |
| 10. sub stan'tial    | 35. su per la tive      |
| 11. sub stan'ti ate  | 36. su per sede'        |
| 12. sub ter ra'ne an | 37. su per sti'tious    |
| 13. sub'tile         | 38. su per vise'        |
| 14. sub'tle          | 39. sup po si'tion      |
| 15. sub'tle ty       | 40. su prem'a cy        |
| 16. sub vert'        | 41. su preme'           |
| 17. suc cess'ful     | 42. sur'feit            |
| 18. suc cess'ful ly  | 43. sur'plus            |
| 19. suc ces'sive     | 44. sur rep ti'tious    |
| 20. suc cumb'        | 45. sur'ro gate         |
| 21. suf fice'        | 46. sur vey'or          |
| 22. suf fi'cient     | 47. sus cep ti bil'i ty |
| 23. suf'fo cate      | 48. sus cep'ti ble      |
| 24. sug gest'ed      | 49. sus pense'          |
| 25. su'i cide        | 50. sus pi'cion         |

LESSON XXXIX.

- |                   |                      |
|-------------------|----------------------|
| 1. sus pi'cious   | 26. tem'per ance     |
| 2. sus'te nance   | 27. tem pes'tu ous   |
| 3. sym'bol ize    | 28. tem'po ra ri ly  |
| 4. sym met'ric al | 29. tem'po rize      |
| 5. sym'pa thize   | 30. ten'a ble        |
| 6. sym'pa thy     | 31. te na'cious      |
| 7. symp'tom       | 32. ten'an cy        |
| 8. syn'a gogue    | 33. ten'ant          |
| 9. syn'di cate    | 34. tend'en cy       |
| 10. syn on'y mous | 35. ter'mi nate      |
| 11. syn op'sis    | 36. ter res'tri al   |
| 12. syr'inge      | 37. ter'ri to ry     |
| 13. sys tem at'ic | 38. tes ta men'ta ry |
| 14. ta bleau'     | 39. tes ta'tor       |
| 15. tac'it ly     | 40. tes ti mo'ni al  |
| 16. tac'i turn    | 41. tes'ti mo ny     |
| 17. tan'ta lize   | 42. the o ret'ic al  |
| 18. tan'ta mount  | 43. thief            |
| 19. tar'iff       | 44. thiev'ish        |
| 20. tau tol'o gy  | 45. thor'ough        |
| 21. teach'a ble   | 46. threat'ened      |
| 22. tech'nic al   | 47. thresh'old       |
| 23. te'di ous     | 48. tierce           |
| 24. tel'e phone   | 49. tinc'ture        |
| 25. tel'e scope   | 50. tis'sue          |



## LESSON XL.

- |                      |                         |
|----------------------|-------------------------|
| 1. to-mor'row        | 26. tur'pen tine        |
| 2. tor'toise         | 27. tur'pi tude         |
| 3. traf'fic          | 28. ty'phoid            |
| 4. trag'ic al        | 29. typ'ic al           |
| 5. tran quil'li ty   | 30. ty pog'ra phy       |
| 6. tran scend'ent    | 31. tyr'an nize         |
| • 7. trans fer'a ble | 32. tyr'an ny           |
| 8. tran'sient        | 33. ul'cer              |
| 9. trans i'tion      | 34. ul'ti mate          |
| 10. trans pa'rent    | 35. um brel'la          |
| 11. tran spire'      | 36. u nan'i mous        |
| 12. trav'el er       | 37. un con'scious       |
| 13. treach'er ous    | 38. un'der hand         |
| 14. treach'er y      | 39. un der rate'        |
| 15. treas'ur er      | 40. un eas'i ness       |
| 16. treas'ur y       | 41. un e quiv'o cal     |
| 17. trea'tise        | 42. un fa'vor a ble     |
| 18. tre men'dous     | 43. un in tel'li gi ble |
| 19. tres'pass        | 44. u nique'            |
| 20. tril'lion        | 45. u ni ver'sal ly     |
| 21. trite            | 46. un man'age a ble    |
| 22. tri'umph         | 47. un nec'es sa ry     |
| 23. tu i'tion        | 48. un par'al leled     |
| 24. tur'bid          | 49. un prej'u diced     |
| 25. tur'bu lent      | 50. un til'             |

LESSON XLI.

- |                      |                      |
|----------------------|----------------------|
| 1. un war'rant a ble | 26. ve neer'ing      |
| 2. un wont'ed        | 27. ven'er a ble     |
| 3. u sur pa'tion     | 28. venge'ance       |
| 4. u'su ry           | 29. ven'om ous       |
| 5. va'can cy         | 30. ven ti la'tion   |
| 6. va ca'tion        | 31. ven'ture some    |
| 7. vac'ci nate       | 32. ve rac'i ty      |
| 8. vac'il la ting    | 33. ver'bal ly       |
| 9. vac'u um          | 34. ver ba'tim       |
| 10. vague            | 35. ver'bi age       |
| 11. val'iant         | 36. ver i fi ca'tion |
| 12. val'id           | 37. ver mil'ion      |
| 13. va lise'         | 38. ver sa til'i ty  |
| 14. val'ue less      | 39. ves'sel          |
| 15. va nil'la        | 40. ves'tige         |
| 16. van'quish        | 41. vet'er i na ry   |
| 17. va por i za'tion | 42. vex a'tious      |
| 18. va'ri e ga ted   | 43. vi cin'i ty      |
| 19. va ri'et y       | 44. vi'cious         |
| 20. vaunt'ing ly     | 45. vi cis'si tude   |
| 21. veg'e ta ble     | 46. vic to'ri ous    |
| 22. veg e ta'tion    | 47. vict'uals        |
| 23. ve'he mence      | 48. vig'i lance      |
| 24. ve'hi cle        | 49. vign ette'       |
| 25. ve loc'i ty      | 50. vil'i fy         |

**LESSON XLII.**

- |                      |                    |
|----------------------|--------------------|
| 1. vil'lage          | 26. waste'ful ness |
| 2. vil'lain          | 27. wear'i some    |
| 3. vin'e gar         | 28. Wednes'day     |
| 4. vi'o late         | 29. wee'vil        |
| 5. vi'o lence        | 30. weird          |
| 6. vi'o lent         | 31. whith'er       |
| 7. vir'tu al ly      | 32. whole'some     |
| 8. vir'u lent        | 33. whol'ly        |
| 9. vis'cid           | 34. wield          |
| 10. vis'i ble        | 35. with hold'     |
| 11. vi'ti ate        | 36. wit'ti cism    |
| 12. vit're ous       | 37. won'drous      |
| 13. vi tu per a'tion | 38. wor'shiped     |
| 14. vi va'cious      | 39. wran'gle       |
| 15. vi vac'i ty      | 40. wreathe        |
| 16. vo cab'u la ry   | 41. writhe         |
| 17. vo cif'er ous    | 42. yacht          |
| 18. vogue            | 43. yield          |
| 19. vol'a tile       | 44. zeal'ous       |
| 20. vo lu'mi nous    | 45. ze'nith        |
| 21. vol'un ta ri ly  | 46. zeph'yr        |
| 22. vol un teer'     | 47. zinc           |
| 23. vouch'ers        | 48. zo'di ac       |
| 24. voy'age          | 49. zo ol'o gy     |
| 25. vul'ner a ble    | 50. zou ave'       |

## SIMPLE RULES FOR SPELLING.

### Final *e* Silent.

1. Final *e* silent is dropped when a syllable beginning with a vowel is added.

care, caring	receive, receiving
oblige, obliging	move, movable
sale, salable	judge, judging
owe, owing	force, forcible
rogue, roguish	

EXCEPTIONS: dyeing    tingeing    singeing    hoeing  
shoeing    mileage    toeing    twingeing

2. Final *e* silent is retained when a syllable beginning with a consonant is added.

care, careful	move, movement
peace, peaceful	engage, engagement
whole, wholesome	
EXCEPTIONS: judgment	lodgment    acknowledgment
abridgment	argument    nursling
duly	wisdom    awful
wholly	truly    woful

3. Words ending in *ce* and *ge* retain the *e* before the syllables *able* and *ous*.

notice, noticeable	courage, courageous
charge, chargeable	peace, peaceable
advantage, advantageous	

### Final *y*.

1. *Y* final preceded by a consonant is changed into *i* when a syllable is added.

fancy, fanciful	healthy, healthier
supply, supplied	merry, merriment
busy, busier	fury, furious
deny, denial	glory, glorious
lively, livelier	lazy, lazier
try, trial	

EXCEPTIONS: dryness    slyness    shyness

2. But *y* does not change before *ing*, *ish*, and *ist*.

denying	envying	satisfying
burying	babyish	copyist

3. Before *ous*, *y* changes to *e*.

beauteous	duteous	bounteous	plenteous
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4. *Y* final preceded by a vowel does not change.

essay, essaying, essayed	employ, employing, employed
obey, obeying, obeyed	convey, conveying, conveyance
money, moneyed	

EXCEPTIONS: laid said paid daily slain staid

### Doubling Final Letter

1. In words of one syllable, a final consonant preceded by a single vowel is doubled before a suffix beginning with a vowel.

stop, stopping, stopped, stopper
beg, begging, begged, beggar
fat, fatter, fattest
ship, shipping, shipped, shipper

2. But if the final consonant is preceded by two vowels, it is not doubled.

deep, deeper	heat, heating, heated, heater
beat, beaten	room, roomy

3. In words of more than one syllable, *if the last syllable is accented*, a final consonant preceded by a single vowel is doubled before a suffix beginning with a vowel.

begin, beginning, beginner	fulfil, fulfilling, fulfilled
remit, remitting, remitted	equip, equipping, equipped
occur, occurring, occurred	repel, repelling, repellant

EXCEPTIONS: Transferable chagrined

4. But a final consonant is not doubled if the final syllable is not accented.

carpet, carpeting	deliver, deliverance
differ, difference	assist, assistance
benefit, benefited	cancel, canceled
worship, worshiped	rivet, riveted
travel, traveler	

### Other Double Letters

1. Words ending in *ll* drop one *l* when a suffix is added, and usually when a prefix is added or when they are compounded.

full	fulness	skillful	fulfil	wilful
all	also	always	already	although altogether withal
well	welcome	welfare	instalment	until enrolment

EXCEPTION: illness

2. When the last letter of a prefix is the same as the first letter of the word, both letters are retained.

withhold	misspell	ennoble
dissolve	misspent	dissatisfy

3. When a suffix beginning with a consonant is added to a word ending in the same consonant, both are retained.

drunkenness	faithfully
keenness	peacefully
evenness	lawfully
meanness	specially
greenness	legally

### The Combinations *ei* and *ie*

1. The combination *ei* is used in words after the sound of *s* (*c* soft), and also where the syllable has the sound of *a*.

receive	seize	conceit	skein
deceive	ceiling	perceive	weight

EXCEPTIONS: siege sieve financier

2. Elsewhere *ie* is used.

relieve	conscience	piece
believe	wield	chief
reprieve	tierce	lien
grieve	shield	handkerchief
	mischievous	

EXCEPTIONS;   neither       either       leisure       weird  
                   counterfeit   surfeit       forfeit

**The Terminations *ceed, cede, sede.***

But *one* word ends in *sede*—*supersede*.

But *three* words end in *ceed*—*exceed, proceed, succeed*.

All others end in *cede*.

(NOTE: In adding *ure, proceed* drops one *e*; *procedure*.)

# ETYMOLOGY.

Fifty roots, with over two thousand derivatives  
in common use.

## 1. *Act (Ag)*=DO, PERFORM.

<i>act</i>	<i>enactment</i>	<i>actual</i>
<i>actor</i>	<i>re-enact</i>	<i>actually</i>
<i>actress</i>	<i>react</i>	<i>actuated</i>
<i>action</i>	<i>reaction</i>	<i>actuary</i>
<i>active</i>	<i>counteract</i>	<i>agent</i>
<i>actively</i>	<i>transact</i>	<i>agency</i>
<i>activity</i>	<i>transaction</i>	<i>reagent</i>
<i>actionable</i>	<i>exact</i>	<i>agitate</i>
<i>inaction</i>	<i>exacting</i>	<i>agitation</i>
<i>inactive</i>	<i>exaction</i>	<i>agile</i>
<i>inactivity</i>	<i>exactly</i>	<i>agility</i>
<i>enact</i>	<i>exactness</i>	

## 2. *Anim*=LIFE, SPIRIT, MIND.

<i>animal</i>	<i>animosity</i>	<i>pusillanimous</i>
<i>animalcule</i>	<i>animadvert</i>	<i>pusillanimity</i>
<i>animate</i>	<i>animadversion</i>	<i>unanimous</i>
<i>animation</i>	<i>magnanimous</i>	<i>unanimously</i>
<i>inanimate</i>	<i>magnanimously</i>	<i>unanimity</i>
<i>reanimate</i>	<i>magnanimity</i>	<i>equanimity</i>

## 3. *Ann (Enn)*=YEAR.

<i>annals</i>	<i>superannuated</i>	<i>centennial</i>
<i>annuity</i>	<i>annual</i>	<i>perennial</i>
<i>annuitant</i>	<i>annually</i>	<i>millennium</i>
<i>semiannual</i>	<i>biennial</i>	<i>millennial</i>
<i>anniversary</i>	<i>triennial</i>	



**4. Arch=FIRST, CHIEF, RULER, GOVERN.**

<i>archaeology</i>	<i>monarch</i>	<i>architect</i>
<i>archives</i>	<i>monarchical</i>	<i>architectural</i>
<i>archaic</i>	<i>patriarch</i>	<i>arch</i>
<i>archaism</i>	<i>patriarchal</i>	<i>archbishop</i>
<i>anarchy</i>	<i>hierarchy</i>	<i>archdeacon</i>
<i>anarchist</i>	<i>archangel</i>	<i>archduke</i>
<i>monarchy</i>	<i>architecture</i>	

**5. Arm=ARM, WEAPON.**

<i>arms</i>	<i>army</i>	<i>armory</i>
<i>armed</i>	<i>armament</i>	<i>armistice</i>
<i>unarmed</i>	<i>armor</i>	<i>armada</i>
<i>disarm</i>	<i>armorer</i>	<i>armature</i>

**6. Cad (Cid, Cas)=FALL, HAPPEN.**

<i>cadence</i>	<i>incidental</i>	<i>case</i>
<i>decadence</i>	<i>incidentally</i>	<i>casual</i>
<i>cascade</i>	<i>occident</i>	<i>casually</i>
<i>accident</i>	<i>occidental</i>	<i>casualty</i>
<i>accidental</i>	<i>coincide</i>	<i>occasion</i>
<i>accidentally</i>	<i>coincidence</i>	<i>occasional</i>
<i>incident</i>	<i>deciduous</i>	<i>occasionally</i>

**7. Cap (Cip, Cept, Ceipt, Ceive, Cup)=TAKE, HOLD.**

<i>capable</i>	<i>capaciousness</i>	<i>participation</i>
<i>capability</i>	<i>captive</i>	<i>participant</i>
<i>incapable</i>	<i>captivity</i>	<i>participle</i>
<i>capacity</i>	<i>captor</i>	<i>participial</i>
<i>incapacity</i>	<i>capture</i>	<i>principal</i>
<i>incapacitate</i>	<i>captivate</i>	<i>principally</i>
<i>capacious</i>	<i>participate</i>	<i>principality</i>

<b>principle</b>	<b>exceptional</b>	<b>deceitful</b>
<b>unprincipled</b>	<b>exceptionable</b>	<b>deceitfully</b>
<b>recipe</b>	<b>unexceptionable</b>	<b>deceitfulness</b>
<b>recipient</b>	<b>inception</b>	<b>receipt</b>
<b>anticipate</b>	<b>intercept</b>	<b>receipted</b>
<b>anticipation</b>	<b>interception</b>	<b>conceive</b>
<b>emancipate</b>	<b>perception</b>	<b>deceive</b>
<b>emancipation</b>	<b>perceptible</b>	<b>deceiver</b>
<b>municipal</b>	<b>perceptibly</b>	<b>undecieve</b>
<b>municipality</b>	<b>imperceptible</b>	<b>undecieved</b>
<b>accept</b>	<b>imperceptibly</b>	<b>perceive</b>
<b>acceptance</b>	<b>perceptive</b>	<b>unperceived</b>
<b>acceptation</b>	<b>precept</b>	<b>preconceived</b>
<b>acceptable</b>	<b>preceptor</b>	<b>receive</b>
<b>acceptably</b>	<b>reception</b>	<b>receiver</b>
<b>unacceptable</b>	<b>receptive</b>	<b>receivable</b>
<b>conception</b>	<b>receptacle</b>	<b>occupy</b>
<b>misconception</b>	<b>susceptible</b>	<b>occupation</b>
<b>deception</b>	<b>susceptibility</b>	<b>occupant</b>
<b>deceptive</b>	<b>susceptive</b>	<b>occupancy</b>
<b>except</b>	<b>conceit</b>	<b>preoccupied</b>
<b>excepting</b>	<b>conceited</b>	<b>preoccupation</b>
<b>exception</b>	<b>deceit</b>	

**8. Carn=FLESH.**

<b>carnal</b>	<b>carnival</b>	<b>carneian</b>
<b>carnally</b>	<b>carnage</b>	<b>incarnate</b>
<b>carnivorous</b>	<b>carnation</b>	<b>incarnation</b>

**9. Ced (Ceed, Cess, Cease)=GO, YIELD, STOP.**

<b>cede</b>	<b>accede</b>	<b>access</b>
<b>cession</b>	<b>accession</b>	<b>accessible</b>

<b>inaccessible</b>	<b>precedence</b>	<b>successfully</b>
<b>accessory</b>	<b>unprecedented</b>	<b>unsuccessful</b>
<b>antecedent</b>	<b>proceed</b>	<b>unsuccessfully</b>
<b>concede</b>	<b>procession</b>	<b>successor</b>
<b>concession</b>	<b>process</b>	<b>successive</b>
<b>exceed</b>	<b>procedure</b>	<b>successively</b>
<b>exceeding</b>	<b>recede</b>	<b>cease</b>
<b>exceedingly</b>	<b>retrocession</b>	<b>ceaseless</b>
<b>excess</b>	<b>recess</b>	<b>ceaselessly</b>
<b>excessive</b>	<b>recessional</b>	<b>incessant</b>
<b>excessively</b>	<b>secede</b>	<b>incessantly</b>
<b>intercede</b>	<b>secession</b>	<b>cessation</b>
<b>intercession</b>	<b>succeed</b>	<b>decease</b>
<b>intercessor</b>	<b>succession</b>	<b>deceased</b>
<b>precede</b>	<b>success</b>	<b>predecessor</b>
<b>precedent</b>	<b>successful</b>	<b>absciss</b>

**10. *Cid* (*Cis*)=KILL, CUT.**

<b>homicide</b>	<b>decisive</b>	<b>excision</b>
<b>suicide</b>	<b>decisively</b>	<b>incised</b>
<b>infanticide</b>	<b>decisiveness</b>	<b>incision</b>
<b>fratricide</b>	<b>undecided</b>	<b>incisive</b>
<b>parricide</b>	<b>indecision</b>	<b>incisor</b>
<b>regicide</b>	<b>concise</b>	<b>precise</b>
<b>decide</b>	<b>concisely</b>	<b>precisely</b>
<b>decidedly</b>	<b>conciseness</b>	<b>preciseness</b>
<b>decision</b>	<b>excise</b>	<b>precision</b>

**11. *Claim* (*Clam*)=SHOUT, CRY OUT.**

<b>claim</b>	<b>declaim</b>	<b>disclaim</b>
<b>claimant</b>	<b>declamation</b>	<b>disclamer</b>
<b>unclaimed</b>	<b>declamatory</b>	<b>exclaim</b>

<b>exclamation</b>	<b>proclamation</b>	<b>clamor</b>
<b>exclamatory</b>	<b>reclaim</b>	<b>clamorous</b>
<b>proclaim</b>	<b>irreclaimable</b>	<b>acclamation</b>

**12. Clud** (*Clus, Clos*)=SHUT, CLOSE.

<b>conclude</b>	<b>inclusion</b>	<b>closely</b>
<b>conclusion</b>	<b>inclusive</b>	<b>closing</b>
<b>conclusive</b>	<b>inclusively</b>	<b>closeness</b>
<b>conclusively</b>	<b>preclude</b>	<b>closet</b>
<b>conclusiveness</b>	<b>preclusion</b>	<b>disclose</b>
<b>exclude</b>	<b>recluse</b>	<b>disclosure</b>
<b>exclusion</b>	<b>seclude</b>	<b>enclose</b>
<b>exclusive</b>	<b>seclusion</b>	<b>enclosure</b>
<b>exclusively</b>	<b>close</b>	<b>inclose</b>
<b>include</b>	<b>closer</b>	<b>inclosure</b>

**13. Cord**=THE HEART.

<b>cordial</b>	<b>accordingly</b>	<b>discordant</b>
<b>cordially</b>	<b>accordance</b>	<b>record</b>
<b>cordiality</b>	<b>concord</b>	<b>recorder</b>
<b>accord</b>	<b>concordance</b>	<b>unrecorded</b>
<b>according</b>	<b>discord</b>	

**14. Cur** (*Curs, Cours*)=RUN, GO.

<b>current</b>	<b>discourse</b>	<b>recur</b>
<b>currently</b>	<b>discursive</b>	<b>recurrence</b>
<b>currency</b>	<b>excursive</b>	<b>recourse</b>
<b>uncurrent</b>	<b>excursion</b>	<b>precursor</b>
<b>concur</b>	<b>incur</b>	<b>cursory</b>
<b>concurrent</b>	<b>incursion</b>	<b>course</b>
<b>concurrently</b>	<b>occur</b>	<b>courser</b>
<b>concurrence</b>	<b>occurrence</b>	<b>intercourse</b>
<b>concourse</b>		

**15. Cura (Cure, Care)=CARE, CHARGE, CURE.**

<i>accurate</i>	<i>secure</i>	<i>curate</i>
<i>accurately</i>	<i>securely</i>	<i>sinecure</i>
<i>accuracy</i>	<i>security</i>	<i>care</i>
<i>inaccurate</i>	<i>insecure</i>	<i>careful</i>
<i>inaccurately</i>	<i>insecurity</i>	<i>carefully</i>
<i>inaccuracy</i>	<i>procure</i>	<i>carefulness</i>
<i>cure</i>	<i>curious</i>	<i>careless</i>
<i>curative</i>	<i>curiously</i>	<i>carelessly</i>
<i>curable</i>	<i>curiosity</i>	<i>carelessness</i>
<i>incurable</i>		

**16. Dict=SAY, SPEAK, TELL.**

<i>diction</i>	<i>contradiction</i>	<i>malediction</i>
<i>dictionary</i>	<i>predict</i>	<i>indict</i>
<i>dictate</i>	<i>prediction</i>	<i>indictment</i>
<i>dictation</i>	<i>edict</i>	<i>indictable</i>
<i>dictator</i>	<i>addicted</i>	<i>jurisdiction</i>
<i>dictatorial</i>	<i>interdict</i>	<i>verdict</i>
<i>dictatory</i>	<i>interdiction</i>	<i>valedictory</i>
<i>contradict</i>	<i>benediction</i>	<i>valedictorian</i>
<i>contradictory</i>		

**17. Duc (Duct)=LEAD, DRAW.**

<i>adduce</i>	<i>unconducted</i>	<i>inducement</i>
<i>adducible</i>	<i>deduce</i>	<i>superinduced</i>
<i>conduce</i>	<i>deducible</i>	<i>induct</i>
<i>conductive</i>	<i>deduct</i>	<i>induction</i>
<i>conducibile</i>	<i>deduction</i>	<i>inductive</i>
<i>conduct</i>	<i>deductive</i>	<i>introduce</i>
<i>conductor</i>	<i>induce</i>	<i>introduction</i>
<i>misconduct</i>	<i>induced</i>	<i>introductory</i>

<b>produce</b>	<b>reduction</b>	<b>educator</b>
<b>producer</b>	<b>reducible</b>	<b>educative</b>
<b>producible</b>	<b>irreducible</b>	<b>uneducated</b>
<b>product</b>	<b>seduce</b>	<b>duct</b>
<b>production</b>	<b>seduction</b>	<b>ductile</b>
<b>productive</b>	<b>seductive</b>	<b>ductility</b>
<b>productiveness</b>	<b>traduce</b>	<b>abduct</b>
<b>reproduce</b>	<b>educate</b>	<b>abductor</b>
<b>reproduction</b>	<b>education</b>	<b>abduction</b>
<b>reduce</b>	<b>educational</b>	<b>aqueduct</b>

**18. *Equa* (*Equi*)=EQUAL.**

<b>equal</b>	<b>equator</b>	<b>equinoctial</b>
<b>equally</b>	<b>equatorial</b>	<b>equity</b>
<b>equality</b>	<b>adequate</b>	<b>equitable</b>
<b>inequality</b>	<b>adequately</b>	<b>equitably</b>
<b>unequal</b>	<b>inadequate</b>	<b>iniquity</b>
<b>unequally</b>	<b>inadequately</b>	<b>iniquitous</b>
<b>unequaled</b>	<b>inadequacy</b>	<b>equivalent</b>
<b>equable</b>	<b>equanimity</b>	<b>equivalence</b>
<b>equably</b>	<b>equilibrium</b>	<b>equivocate</b>
<b>equalize</b>	<b>equipoise</b>	<b>equivocator</b>
<b>equalization</b>	<b>equilateral</b>	<b>equivocation</b>
<b>equate</b>	<b>equiangular</b>	<b>equivocal</b>
<b>equated</b>	<b>equidistant</b>	<b>equivocally</b>
<b>equation</b>	<b>equinox</b>	<b>unequivocal</b>

**19. *Fac* (*Fic*, *Fect*, *Fy*)=MAKE, DO.**

<b>fact</b>	<b>manufacture</b>	<b>faction</b>
<b>factor</b>	<b>manufacturer</b>	<b>factional</b>
<b>factory</b>	<b>factitious</b>	<b>facile</b>

<i>facility</i>	<i>munificent</i>	<i>defect</i>
<i>facilitate</i>	<i>munificently</i>	<i>defective</i>
<i>benefactor</i>	<i>munificence</i>	<i>defection</i>
<i>benefaction</i>	<i>office</i>	<i>effect</i>
<i>artifice</i>	<i>official</i>	<i>effective</i>
<i>artificer</i>	<i>officiate</i>	<i>effectively</i>
<i>artificial</i>	<i>officious</i>	<i>effectual</i>
<i>artificially</i>	<i>officiously</i>	<i>effectually</i>
<i>edifice</i>	<i>officiousness</i>	<i>ineffectual</i>
<i>beneficial</i>	<i>proficient</i>	<i>infection</i>
<i>beneficially</i>	<i>proficiency</i>	<i>infectious</i>
<i>beneficiary</i>	<i>sacrifice</i>	<i>perfect</i>
<i>beneficent</i>	<i>suffice</i>	<i>perfected</i>
<i>beneficence</i>	<i>sufficient</i>	<i>perfection</i>
<i>deficient</i>	<i>sufficiently</i>	<i>perfectly</i>
<i>deficiency</i>	<i>sufficiency</i>	<i>imperfect</i>
<i>deficit</i>	<i>insufficient</i>	<i>imperfectly</i>
<i>difficult</i>	<i>insufficiently</i>	<i>imperfection</i>
<i>difficulty</i>	<i>all-sufficient</i>	<i>perfect</i>
<i>efficient</i>	<i>self-sufficient</i>	<i>amplify</i>
<i>efficiency</i>	<i>self-sufficiency</i>	<i>amplification</i>
<i>inefficient</i>	<i>affect</i>	<i>beautify</i>
<i>inefficiency</i>	<i>affection</i>	<i>certify</i>
<i>co-efficient</i>	<i>affectionate</i>	<i>certified</i>
<i>efficacy</i>	<i>affectionately</i>	<i>certification</i>
<i>efficacious</i>	<i>affectation</i>	<i>certificate</i>
<i>efficaciously</i>	<i>affected</i>	<i>clarify</i>
<i>efficaciousness</i>	<i>affectedly</i>	<i>clarification</i>
<i>magnificent</i>	<i>confection</i>	<i>classify</i>
<i>magnificently</i>	<i>confectioner</i>	<i>classified</i>
<i>magnificence</i>	<i>confectionery</i>	<i>crucify</i>

crucifixion	magnified	qualification
dignify	modify	unqualified
dignified	modified	disqualify
diversify	modification	disqualified
diversified	modifier	disqualification
diversification	mollify	ratify
edify	mollification	ratified
edification	mortify	ratification
electrify	mortified	rectify
exemplify	mortification	rectified
exemplification	notify	sanctify
falsify	notification	sanctified
falsified	nullify	sanctification
falsification	nullification	satisfy
fortify	pacify	satisfaction
fortified	pacification	satisfactory
fortification	pacific	satisfactorily
glorify	personify	dissatisfy
glorified	personification	dissatisfied
glorification	petrify	dissatisfaction
gratify	petrified	unsatisfied
gratified	petrification	unsatisfying
gratification	proliferate	unsatisfactory
justify	purify	unsatisfactorily
justified	purified	self-satisfied
justification	purification	scientific
unjustifiable	rarefy	scientifically
liquefy	rarefied	signify
liquefied	rarefaction	signification
liquefaction	qualify	significant
magnify	qualified	significantly



signi <b>f</b> icance	speci <b>f</b> ied	terrify
insigni <b>f</b> icant	speci <b>f</b> ication	terr <b>f</b> ic
insigni <b>f</b> icance	speci <b>f</b> ic	terr <b>f</b> ically
simpli <b>f</b> y	speci <b>f</b> ically	testi <b>f</b> y
simpli <b>f</b> ied	stupe <b>f</b> y	typi <b>f</b> y
simpli <b>f</b> ication	stupe <b>f</b> ied	veri <b>f</b> y
speci <b>f</b> y	stupe <b>f</b> action	veri <b>f</b> ication

20. *Fer*—CARRY, BEAR, YIELD.

con <b>fer</b>	inferentially	suffering
con <b>fer</b> ring	o <b>ffer</b>	suffered
con <b>fer</b> red	o <b>ffer</b> ing	sufferer
con <b>fer</b> ence	o <b>ffer</b> ed	sufferance
de <b>fer</b>	o <b>ffer</b> tory	insufferable
de <b>fer</b> ring	pre <b>fer</b>	insufferably
de <b>fer</b> red	pre <b>fer</b> ring	trans <b>fer</b>
de <b>fer</b> ence	pre <b>fer</b> red	trans <b>fer</b> ring
de <b>fer</b> ential	pre <b>fer</b> ence	trans <b>fer</b> red
dif <b>fer</b>	pre <b>fer</b> ment	trans <b>fer</b> able
dif <b>fer</b> ing	pre <b>fer</b> able	<i>fer</i> tile
dif <b>fer</b> ent	pre <b>fer</b> ably	<i>fer</i> tilize
dif <b>fer</b> ently	pro <b>ffer</b>	<i>fer</i> tility
dif <b>fer</b> ence	pro <b>ffer</b> ing	<i>fer</i> tilization
dif <b>fer</b> ential	pro <b>ffer</b> ed	<i>fer</i> ry
indif <b>fer</b> ence	re <b>fer</b>	<i>fer</i> riage
indif <b>fer</b> ent	re <b>fer</b> ring	conif <b>er</b> ous
indif <b>fer</b> ently	re <b>fer</b> red	luci <b>fer</b>
in <b>fer</b>	re <b>fer</b> ence	pesti <b>fer</b> ous
in <b>fer</b> ring	re <b>fer</b> able	somni <b>fer</b> ous
in <b>fer</b> red	re <b>fer</b> ential	circum <b>fer</b> ence
in <b>fer</b> ence	re <b>fer</b> ee	voci <b>fer</b> ous
in <b>fer</b> ential	suff <b>er</b>	voci <b>fer</b> ate

**21. Fin=END, LIMIT.**

<i>fine</i>	<i>infinity</i>	<i>indefiniteness</i>
<i>finer</i>	<i>infinitude</i>	<i>definitive</i>
<i>finely</i>	<i>infinitesimal</i>	<i>definition</i>
<i>fineness</i>	<i>confine</i>	<i>undefined</i>
<i>finery</i>	<i>confines</i>	<i>undefinable</i>
<i>finish</i>	<i>confinement</i>	<i>affinity</i>
<i>finished</i>	<i>unconfined</i>	<i>final</i>
<i>finishing</i>	<i>define</i>	<i>finally</i>
<i>finisher</i>	<i>definite</i>	<i>refine</i>
<i>unfinished</i>	<i>definitely</i>	<i>refiner</i>
<i>finite</i>	<i>definiteness</i>	<i>refinement</i>
<i>infinite</i>	<i>indefinite</i>	<i>unrefined</i>
<i>infinitely</i>	<i>indefinitely</i>	<i>superfine</i>
<i>infinitive</i>		

**22. Flu=FLOW.**

<i>fluid</i>	<i>fluctuation</i>	<i>influx</i>
<i>fluidity</i>	<i>affluent</i>	<i>influence</i>
<i>semifluid</i>	<i>affluence</i>	<i>influential</i>
<i>fluent</i>	<i>confluence</i>	<i>reflux</i>
<i>fluently</i>	<i>effluent</i>	<i>superfluous</i>
<i>fluency</i>	<i>effluvium</i>	<i>superfluity</i>
<i>fluctuate</i>	<i>effluvia</i>	

**23. Form=FORM.**

<i>form</i>	<i>formation</i>	<i>conformable</i>
<i>formal</i>	<i>formative</i>	<i>conformably</i>
<i>formality</i>	<i>formula</i>	<i>non-conformity</i>
<i>formally</i>	<i>formulary</i>	<i>deform</i>
<i>informal</i>	<i>conform</i>	<i>deformity</i>
<i>informality</i>	<i>conformity</i>	<i>deformed</i>
<i>informally</i>	<i>conformation</i>	<i>diformity</i>

<i>inform</i>	<i>perform</i>	<i>reformative</i>
<i>informed</i>	<i>performer</i>	<i>transform</i>
<i>informant</i>	<i>performance</i>	<i>transforming</i>
<i>informer</i>	<i>unperformed</i>	<i>transformation</i>
<i>information</i>	<i>reform</i>	<i>uniform</i>
<i>misinform</i>	<i>reformed</i>	<i>uniformly</i>
<i>misinformed</i>	<i>reformation</i>	<i>uniformity</i>
<i>multiform</i>	<i>reformer</i>	

24. *Fus*=MELT, POUR OUT, SPREAD.

<i>fuse</i>	<i>diffusive</i>	<i>profuseness</i>
<i>fusion</i>	<i>diffusively</i>	<i>profusion</i>
<i>fusible</i>	<i>diffusiveness</i>	<i>refuse</i>
<i>fusibility</i>	<i>diffusion</i>	<i>refusal</i>
<i>confuse</i>	<i>effusive</i>	<i>refused</i>
<i>confusion</i>	<i>effusively</i>	<i>suffuse</i>
<i>confused</i>	<i>effusion</i>	<i>suffusion</i>
<i>confusedly</i>	<i>infuse</i>	<i>suffused</i>
<i>diffuse</i>	<i>infused</i>	<i>transfuse</i>
<i>diffusely</i>	<i>infusion</i>	<i>transfusion</i>
<i>diffuseness</i>	<i>profuse</i>	<i>transfused</i>
<i>diffused</i>	<i>profusely</i>	

25. *Graph* (*Grav, Gram*)=WRITE.

<i>graphic</i>	<i>geography</i>	<i>orthography</i>
<i>graphically</i>	<i>geographical</i>	<i>orthographical</i>
<i>graphite</i>	<i>lexicography</i>	<i>paragraph</i>
<i>autograph</i>	<i>lexicographer</i>	<i>phonograph</i>
<i>biography</i>	<i>lithograph</i>	<i>phonography</i>
<i>biographical</i>	<i>lithographer</i>	<i>photograph</i>
<i>autobiography</i>	<i>lithography</i>	<i>photography</i>
<i>chirography</i>	<i>lithographic</i>	<i>photogravure</i>

<i>stenography</i>	<i>typography</i>	<i>grammatically</i>
<i>stenographer</i>	<i>typographical</i>	<i>anagram</i>
<i>stenographic</i>	<i>engrave</i>	<i>diagram</i>
<i>telegraph</i>	<i>engraver</i>	<i>epigram</i>
<i>telegraphy</i>	<i>engraving</i>	<i>epigrammatical</i>
<i>telegraphic</i>	<i>engraved</i>	<i>monogram</i>
<i>telegram</i>	<i>grammar</i>	<i>monograph</i>
<i>telegrapher</i>	<i>grammatical</i>	<i>parallelogram</i>
<i>topography</i>	<i>grammarian</i>	<i>program</i>
<i>topographical</i>		

26. *Jac* (*Ject*)=THROW, CAST.

<i>ejaculate</i>	<i>ejector</i>	<i>project</i>
<i>ejaculation</i>	<i>inject</i>	<i>projected</i>
<i>ejaculatory</i>	<i>injected</i>	<i>projector</i>
<i>abject</i>	<i>injection</i>	<i>projectile</i>
<i>abjectly</i>	<i>interject</i>	<i>projection</i>
<i>adjective</i>	<i>interjected</i>	<i>reject</i>
<i>conjecture</i>	<i>interjection</i>	<i>rejection</i>
<i>conjecturable</i>	<i>object</i>	<i>rejected</i>
<i>deject</i>	<i>objected</i>	<i>subject</i>
<i>dejected</i>	<i>objective</i>	<i>subjected</i>
<i>dejectedly</i>	<i>objectively</i>	<i>subjective</i>
<i>dejection</i>	<i>objection</i>	<i>subjectively</i>
<i>eject</i>	<i>objectionable</i>	<i>subsection</i>
<i>ejected</i>	<i>unobjectionable</i>	<i>trajectory</i>
<i>ejectment</i>		

27. *Junc* (*Join*)=JOIN, UNITE.

<i>junction</i>	<i>conjunction</i>	<i>disjunction</i>
<i>junction</i>	<i>conjecture</i>	<i>injunction</i>
<i>adjunct</i>	<i>disjunctive</i>	<i>subjunctive</i>

<i>join</i>	<i>conjoined</i>	<i>enjoined</i>
<i>joiner</i>	<i>conjointly</i>	<i>enjoiner</i>
<i>joint</i>	<i>disjoin</i>	<i>rejoin</i>
<i>jointed</i>	<i>disjoined</i>	<i>rejoined</i>
<i>jointly</i>	<i>disjoint</i>	<i>rejoinder</i>
<i>jointure</i>	<i>disjointed</i>	<i>subjoin</i>
<i>adjoining</i>	<i>enjoin</i>	<i>subjoined</i>

### 28. *Loqu* (*Locu*)=SPEAK, TELL.

<i>loquacious</i>	<i>grandiloquent</i>	<i>ventriloquism</i>
<i>loquacity</i>	<i>grandiloquence</i>	<i>circumlocution</i>
<i>colloquy</i>	<i>obloquy</i>	<i>elocution</i>
<i>colloquial</i>	<i>soliloquy</i>	<i>elocutionary</i>
<i>eloquent</i>	<i>soliloquize</i>	<i>elocutionist</i>
<i>eloquently</i>	<i>soliloquizing</i>	<i>interlocutor</i>
<i>eloquence</i>	<i>ventriloquist</i>	

### 29. *Manu* (*Man*)=THE HAND.

<i>manual</i>	<i>manicure</i>	<i>manage</i>
<i>manufactory</i>	<i>manipulate</i>	<i>manager</i>
<i>manufacture</i>	<i>manipulation</i>	<i>manageable</i>
<i>manumission</i>	<i>manifest</i>	<i>mismanage</i>
<i>manuscript</i>	<i>manifestation</i>	<i>unmanageable</i>
<i>amanuensis</i>	<i>emancipate</i>	<i>maneuver</i>
<i>manacles</i>	<i>emancipation</i>	<i>quadrumanous</i>

### 30. *Meter* (*Metr*)=MEASURE.

<i>meter</i>	<i>anemometer</i>	<i>diameter</i>
<i>metric</i>	<i>barometer</i>	<i>diametrical</i>
<i>metrical</i>	<i>barometric</i>	<i>diametrically</i>
<i>metronome</i>	<i>chronometer</i>	<i>galvanometer</i>

<i>geometry</i>	<i>perimeter</i>	<i>trigonometry</i>
<i>geometrical</i>	<i>thermometer</i>	<i>symmetry</i>
<i>hexameter</i>	<i>thermometric</i>	<i>symmetrical</i>

**31. *Mit* (*Miss, Mise*)=SEND, LET GO.**

<i>admit</i>	<i>remittent</i>	<i>transmission</i>
<i>admittance</i>	<i>unremitting</i>	<i>missionary</i>
<i>admissible</i>	<i>submit</i>	<i>missile</i>
<i>commit</i>	<i>submissive</i>	<i>missive</i>
<i>committee</i>	<i>transmit</i>	<i>compromise</i>
<i>sub-committee</i>	<i>transmitter</i>	<i>demise</i>
<i>commitment</i>	<i>mission</i>	<i>dismiss</i>
<i>commissary</i>	<i>admission</i>	<i>dismissal</i>
<i>emit</i>	<i>commission</i>	<i>premise</i>
<i>emissary</i>	<i>commissioner</i>	<i>premises</i>
<i>intermittent</i>	<i>commissioned</i>	<i>promise</i>
<i>omit</i>	<i>uncommissioned</i>	<i>promising</i>
<i>permit</i>	<i>intermission</i>	<i>promissory</i>
<i>permissive</i>	<i>manumission</i>	<i>remiss</i>
<i>permissible</i>	<i>omission</i>	<i>remissness</i>
<i>remit</i>	<i>permission</i>	<i>surmise</i>
<i>remitter</i>	<i>remission</i>	<i>surmised</i>
<i>remittance</i>	<i>submission</i>	

**32. *Part* (*Par, Port*)=PART.**

<i>part</i>	<i>partially</i>	<i>copartner</i>
<i>parting</i>	<i>partiality</i>	<i>copartnership</i>
<i>partly</i>	<i>party</i>	<i>particular</i>
<i>particle</i>	<i>partisan</i>	<i>particularly</i>
<i>partition</i>	<i>partner</i>	<i>particularize</i>
<i>partial</i>	<i>partnership</i>	<i>participate</i>

<i>participation</i>	<i>impartial</i>	<i>apportionment</i>
<i>participant</i>	<i>impartially</i>	<i>proportion</i>
<i>participle</i>	<i>impartiality</i>	<i>proportioned</i>
<i>apart</i>	<i>parcel</i>	<i>proportionable</i>
<i>apartment</i>	<i>parse</i>	<i>proportional</i>
<i>compartment</i>	<i>parboil</i>	<i>proportionally</i>
<i>counterpart</i>	<i>partake</i>	<i>proportionate</i>
<i>depart</i>	<i>partook</i>	<i>proportionately</i>
<i>department</i>	<i>partaken</i>	<i>disproportion</i>
<i>departmental</i>	<i>portion</i>	<i>disproportionable</i>
<i>departure</i>	<i>portioned</i>	<i>disproportional</i>
<i>impart</i>	<i>apportion</i>	<i>disproportionate</i>
<i>imparting</i>	<i>apportioned</i>	

33. *Pel* (*Puls*)=DRIVE, URGE.

<i>compel</i>	<i>impellent</i>	<i>repellent</i>
<i>compulsion</i>	<i>impulse</i>	<i>repulse</i>
<i>compulsory</i>	<i>impulsiveness</i>	<i>repulsion</i>
<i>dispel</i>	<i>propel</i>	<i>repulsive</i>
<i>expel</i>	<i>propellant</i>	<i>repulsiveness</i>
<i>expulsion</i>	<i>propulsion</i>	<i>pulse</i>
<i>expulsive</i>	<i>propulsive</i>	<i>pulsate</i>
<i>impel</i>	<i>repel</i>	<i>pulsation</i>

34. *Pend* (*Pens*)=HANG, WEIGH.

<i>pendant</i>	<i>appendix</i>	<i>independence</i>
<i>pendent</i>	<i>compendium</i>	<i>expend</i>
<i>pending</i>	<i>compendious</i>	<i>expenditure</i>
<i>pendulous</i>	<i>depend</i>	<i>impend</i>
<i>pendulum</i>	<i>dependent</i>	<i>impending</i>
<i>append</i>	<i>dependence</i>	<i>perpendicular</i>
<i>appendage</i>	<i>independent</i>	<i>perpendicularly</i>

<i>stipend</i>	<i>compensate</i>	<i>expense</i>
<i>suspend</i>	<i>compensation</i>	<i>expensive</i>
<i>suspended</i>	<i>dispense</i>	<i>propensity</i>
<i>suspenders</i>	<i>dispensary</i>	<i>recompense</i>
<i>pension</i>	<i>dispensation</i>	<i>suspense</i>
<i>pensioner</i>	<i>indispensable</i>	<i>suspension</i>

**35. *Ply* (*Plie*)=BEND, FOLD.**

<i>ply</i>	<i>complication</i>	<i>multiply</i>
<i>pliable</i>	<i>complicity</i>	<i>multiple</i>
<i>pliant</i>	<i>accomplice</i>	<i>multiplication</i>
<i>pliers</i>	<i>display</i>	<i>multiplicand</i>
<i>apply</i>	<i>duplicate</i>	<i>multiplicity</i>
<i>appliance</i>	<i>duplicity</i>	<i>multiplicative</i>
<i>applicable</i>	<i>reduplication</i>	<i>reply</i>
<i>applicant</i>	<i>explicit</i>	<i>simplify</i>
<i>application</i>	<i>explicitly</i>	<i>simple</i>
<i>misapply</i>	<i>inexplicable</i>	<i>simply</i>
<i>inapplicable</i>	<i>imply</i>	<i>simplicity</i>
<i>comply</i>	<i>implied</i>	<i>supplicate</i>
<i>compliance</i>	<i>implicate</i>	<i>suppliant</i>
<i>compliant</i>	<i>implication</i>	<i>supplicant</i>
<i>complicate</i>	<i>implicit</i>	<i>supplication</i>
<i>complicated</i>	<i>implicitly</i>	

**36. *Pon* (*Pos, Post, Posit*)=PLACE, PUT.**

<i>postpone</i>	<i>pose</i>	<i>postage</i>
<i>component</i>	<i>position</i>	<i>postal</i>
<i>deponent</i>	<i>posture</i>	<i>opposite</i>
<i>exponent</i>	<i>positive</i>	<i>apposition</i>
<i>opponent</i>	<i>post</i>	<i>compose</i>



<i>composer</i>	<i>disposal</i>	<i>opposition</i>
<i>compositor</i>	<i>indisposed</i>	<i>opposite</i>
<i>composure</i>	<i>indisposition</i>	<i>preposition</i>
<i>composition</i>	<i>predisposed</i>	<i>propose</i>
<i>compost</i>	<i>expose</i>	<i>proposition</i>
<i>decompose</i>	<i>exposure</i>	<i>proposal</i>
<i>decomposition</i>	<i>exposition</i>	<i>purpose</i>
<i>discompose</i>	<i>expositor</i>	<i>purposely</i>
<i>depose</i>	<i>impose</i>	<i>repose</i>
<i>deposit</i>	<i>imposing</i>	<i>repository</i>
<i>deposition</i>	<i>imposition</i>	<i>suppose</i>
<i>depositor</i>	<i>impost</i>	<i>supposition</i>
<i>depository</i>	<i>impostor</i>	<i>supposable</i>
<i>dispose</i>	<i>imposture</i>	<i>suppositious</i>
<i>disposed</i>	<i>interpose</i>	<i>transpose</i>
<i>disposition</i>	<i>interposition</i>	<i>transposition</i>
<i>disposable</i>	<i>oppose</i>	

### 37. *Port*—CARRY.

<i>porter</i>	<i>import</i>	<i>purport</i>
<i>portable</i>	<i>importer</i>	<i>report</i>
<i>portage</i>	<i>importation</i>	<i>reporter</i>
<i>portly</i>	<i>important</i>	<i>reporting</i>
<i>portfolio</i>	<i>importune</i>	<i>reportorial</i>
<i>comport</i>	<i>importunity</i>	<i>support</i>
<i>deportment</i>	<i>opportune</i>	<i>supporter</i>
<i>disport</i>	<i>opportunely</i>	<i>insupportable</i>
<i>export</i>	<i>opportunity</i>	<i>transport</i>
<i>exporter</i>	<i>inopportune</i>	<i>transportation</i>
<i>exportation</i>		

**38. *Press* = PRESS.**

<i>press</i>	compression	oppression
<i>pressure</i>	depress	oppressive
<i>pressing</i>	depression	oppressor
<i>impress</i>	depressing	repression
<i>impression</i>	express	repress
<i>impressionable</i>	expression	irrepressible
<i>impressive</i>	expressive	suppress
<i>compress</i>	expressly	suppression
<i>compressible</i>	oppress	

**39. *Scrib* (*Script*) = WRITE.**

<i>scribe</i>	nondescript	superscription
<i>scribble</i>	inscribe	transcribe
<i>scribbler</i>	inscribed	transcription
<i>ascribe</i>	inscription	transcript
<i>ascribable</i>	prescribe	<i>scrip</i>
<i>ascription</i>	prescribed	<i>script</i>
<i>circumscribe</i>	prescription	<i>scripture</i>
<i>circumscribed</i>	proscribe	postscript
<i>circumscription</i>	proscription	manuscript
<i>describe</i>	proscriptive	conscript
<i>describable</i>	subscribe	conscription
<i>indescribable</i>	subscriber	rescript
<i>descriptive</i>	subscription	rescription
<i>description</i>	superscribe	

**40. *Sent* (*Sens*) = PERCEIVE, THINK, FEEL.**

<i>sentiment</i>	sentence	assenting
<i>sentimental</i>	sententious	consent
<i>sentient</i>	assent	consenting

<i>dissent</i>	<i>sensible</i>	<i>sensitive</i>
<i>dissenting</i>	<i>sensibly</i>	<i>sensory</i>
<i>dissenter</i>	<i>sensibility</i>	<i>sensual</i>
<i>resentiment</i>	<i>insensible</i>	<i>sensualize</i>
<i>resent</i>	<i>insensibly</i>	<i>sensuous</i>
<i>resentful</i>	<i>insensibility</i>	<i>sensation</i>
<i>resentment</i>	<i>nonsense</i>	<i>sensational</i>
<i>sense</i>	<i>nonsensical</i>	<i>insensate</i>

#### 41. *Sign*=SIGN, MARK.

<i>sign</i>	<i>assignable</i>	<i>designedly</i>
<i>signed</i>	<i>assignee</i>	<i>undesignedly</i>
<i>signpost</i>	<i>assigned</i>	<i>designer</i>
<i>signal</i>	<i>assignment</i>	<i>designing</i>
<i>signally</i>	<i>reassign</i>	<i>designate</i>
<i>signalize</i>	<i>consign</i>	<i>designated</i>
<i>signature</i>	<i>consigned</i>	<i>designation</i>
<i>signet</i>	<i>consignee</i>	<i>insignia</i>
<i>signify</i>	<i>consignor</i>	<i>insignificance</i>
<i>significance</i>	<i>consignment</i>	<i>insignificant</i>
<i>significant</i>	<i>design</i>	<i>resign</i>
<i>significantly</i>	<i>designed</i>	<i>resigned</i>
<i>signification</i>	<i>undesigned</i>	<i>resignation</i>
<i>assign</i>		

#### 42. *Sist*=STAND.

<i>assist</i>	<i>consistent</i>	<i>desist</i>
<i>assisted</i>	<i>consistently</i>	<i>exist</i>
<i>assistant</i>	<i>consistency</i>	<i>existing</i>
<i>assistance</i>	<i>inconsistent</i>	<i>existence</i>
<i>unassisted</i>	<i>inconsistently</i>	<i>coexistent</i>
<i>consist</i>	<i>inconsistency</i>	<i>coexistence</i>

<i>pre-existing</i>	<i>resistless</i>	<i>nonresistance</i>
<i>pre-existence</i>	<i>resistlessly</i>	<i>persist</i>
<i>nonexistence</i>	<i>irresistible</i>	<i>persistent</i>
<i>insist</i>	<i>irresistibly</i>	<i>persistency</i>
<i>insisting</i>	<i>irresistibility</i>	<i>subsist</i>
<i>resist</i>	<i>unresisted</i>	<i>subsistence</i>
<i>resistance</i>	<i>unresisting</i>	

**43. *Spec* (*Spic*, *Spect*)=LOOK, VIEW.**

<i>special</i>	<i>despicable</i>	<i>inspection</i>
<i>especial</i>	<i>perspicacity</i>	<i>inspector</i>
<i>specially</i>	<i>perspicacious</i>	<i>perspective</i>
<i>especially</i>	<i>perspicuity</i>	<i>prospect</i>
<i>specialty</i>	<i>perspicuous</i>	<i>prospecting</i>
<i>specialist</i>	<i>suspicion</i>	<i>prospector</i>
<i>specify</i>	<i>suspicious</i>	<i>prospective</i>
<i>specific</i>	<i>spectacle</i>	<i>prospectus</i>
<i>specifically</i>	<i>spectacles</i>	<i>respect</i>
<i>specification</i>	<i>spectator</i>	<i>respectable</i>
<i>species</i>	<i>spectacular</i>	<i>respectably</i>
<i>specie</i>	<i>specter</i>	<i>respectability</i>
<i>specimen</i>	<i>spectral</i>	<i>respective</i>
<i>specious</i>	<i>spectrum</i>	<i>respectively</i>
<i>speculate</i>	<i>aspect</i>	<i>respectful</i>
<i>speculation</i>	<i>circumspect</i>	<i>respectfully</i>
<i>speculator</i>	<i>expect</i>	<i>retrospect</i>
<i>speculative</i>	<i>expectation</i>	<i>retrospection</i>
<i>conspicuous</i>	<i>inspect</i>	<i>suspect</i>

**44. *Spir*=BREATHE.**

<i>sptre</i>	<i>sprit</i>	<i>spritely</i>
<i>spir</i>	<i>spirits</i>	<i>spirited</i>
		<i>spirited</i>

<i>spiritually</i>	<i>conspiracy</i>	<i>inspire</i>
<i>spirituality</i>	<i>conspirator</i>	<i>uninspired</i>
<i>spirituous</i>	<i>dispirit</i>	<i>perspire</i>
<i>aspire</i>	<i>dispiriting</i>	<i>perspiration</i>
<i>aspiration</i>	<i>expire</i>	<i>perspiratory</i>
<i>aspiring</i>	<i>expiration</i>	<i>respire</i>
<i>aspirant</i>	<i>expiratory</i>	<i>respiration</i>
<i>aspirate</i>	<i>unexpired</i>	<i>respiratory</i>
<i>aspirated</i>	<i>inspire</i>	<i>transpire</i>
<i>aspiration</i>	<i>inspired</i>	<i>transpiration</i>
<i>conspire</i>	<i>inspiration</i>	<i>suspiration</i>

**45. Tend** (*Tent, Tens*)=GO TOWARDS, AIM AT, STRETCH.

<i>tend</i>	<i>contention</i>	<i>intently</i>
<i>tendency</i>	<i>contentious</i>	<i>intention</i>
<i>tender</i>	<i>distend</i>	<i>intentional</i>
<i>tendon</i>	<i>distended</i>	<i>intentionally</i>
<i>tent</i>	<i>distention</i>	<i>unintentional</i>
<i>tense</i>	<i>extend</i>	<i>unintentionally</i>
<i>tension</i>	<i>extended</i>	<i>intense</i>
<i>tensile</i>	<i>extent</i>	<i>intensely</i>
<i>attend</i>	<i>extension</i>	<i>intensity</i>
<i>attendance</i>	<i>extensive</i>	<i>intensify</i>
<i>attendant</i>	<i>extensively</i>	<i>ostensible</i>
<i>non-attendance</i>	<i>extensor</i>	<i>ostensibly</i>
<i>attention</i>	<i>extensible</i>	<i>ostensive</i>
<i>attentive</i>	<i>extensibility</i>	<i>ostentation</i>
<i>attentively</i>	<i>intend</i>	<i>ostentatious</i>
<i>inattention</i>	<i>intended</i>	<i>ostentatiously</i>
<i>inattentive</i>	<i>unintended</i>	<i>unostentatious</i>
<i>contend</i>	<i>intent</i>	<i>portend</i>

<i>portent</i>	<i>pretense</i>	<i>subtended</i>
<i>portentous</i>	<i>pretension</i>	<i>superintend</i>
<i>pretend</i>	<i>unpretending</i>	<i>superintendence</i>
<i>pretended</i>	<i>subtend</i>	<i>superintendent</i>
<i>pretender</i>		

**46. Tain** (*Tin, Tent, Ten*)=HOLD, KEEP.

<i>abstain</i>	<i>pertinent</i>	<i>tenacity</i>
<i>abstainer</i>	<i>impertinent</i>	<i>tenure</i>
<i>abstinence</i>	<i>impertinence</i>	<i>tenant</i>
<i>attain</i>	<i>pertinacious</i>	<i>tenancy</i>
<i>attainment</i>	<i>pertinacity</i>	<i>tenement</i>
<i>contain</i>	<i>appertain</i>	<i>lieutenant</i>
<i>contents</i>	<i>appertaining</i>	<i>lieutenancy</i>
<i>content</i>	<i>appurtenance</i>	<i>tenet</i>
<i>continence</i>	<i>retain</i>	<i>tendril</i>
<i>detain</i>	<i>retainer</i>	<i>tenor</i>
<i>detention</i>	<i>retentive</i>	<i>continue</i>
<i>entertain</i>	<i>retention</i>	<i>continual</i>
<i>entertaining</i>	<i>sustain</i>	<i>continually</i>
<i>entertainment</i>	<i>sustenance</i>	<i>continuation</i>
<i>maintain</i>	<i>tenable</i>	<i>continuance</i>
<i>maintenance</i>	<i>untenable</i>	<i>continuity</i>
<i>obtain</i>	<i>tenacious</i>	<i>retinue</i>
<i>pertain</i>		

**47. Tract**=DRAW.

<i>abstract</i>	<i>attraction</i>	<i>detractor</i>
<i>abstraction</i>	<i>contract</i>	<i>detraction</i>
<i>abstractedly</i>	<i>contractor</i>	<i>distract</i>
<i>attract</i>	<i>contraction</i>	<i>distracted</i>
<i>attractive</i>	<i>detract</i>	<i>distractedly</i>

<b>distractive</b>	<b>protraction</b>	<b>traction</b>
<b>distraction</b>	<b>retract</b>	<b>trace</b>
<b>extract</b>	<b>subtract</b>	<b>tracer</b>
<b>extraction</b>	<b>subtraction</b>	<b>retrace</b>
<b>protract</b>	<b>tract</b>	<b>track</b>
<b>protracted</b>	<b>tractable</b>	

#### 48. *Vent* (*Ven*)=COME.

<b>advent</b>	<b>eventuate</b>	<b>convene</b>
<b>adventitious</b>	<b>invent</b>	<b>convenient</b>
<b>adventure</b>	<b>inventor</b>	<b>convenience</b>
<b>adventurer</b>	<b>invention</b>	<b>inconvenient</b>
<b>adventurous</b>	<b>inventive</b>	<b>inconvenience</b>
<b>misadventure</b>	<b>inventory</b>	<b>contravene</b>
<b>peradventure</b>	<b>inventoried</b>	<b>contravention</b>
<b>circumvent</b>	<b>prevent</b>	<b>covenant</b>
<b>circumvention</b>	<b>prevention</b>	<b>intervene</b>
<b>convent</b>	<b>preventive</b>	<b>intervening</b>
<b>convention</b>	<b>vent</b>	<b>intervention</b>
<b>conventional</b>	<b>venture</b>	<b>revenue</b>
<b>event</b>	<b>venturesome</b>	<b>supervene</b>
<b>eventual</b>	<b>avenue</b>	<b>supervening</b>
<b>eventually</b>		

#### 49. *Vert* (*Vers*)=TURN, TURNED.

<b>advert</b>	<b>animadvert</b>	<b>controversy</b>
<b>inadvertence</b>	<b>animadversion</b>	<b>incontrovertible</b>
<b>inadvertently</b>	<b>avert</b>	<b>convert</b>
<b>advertise</b>	<b>averted</b>	<b>convertible</b>
<b>advertiser</b>	<b>aversion</b>	<b>conversion</b>
<b>advertising</b>	<b>averse</b>	<b>convertibility</b>
<b>advertisement</b>	<b>controvert</b>	<b>incontrovertible</b>

unconverted	subversive	conversation
unconvertible	subversion	conversant
divert	vertebra	conversely
diversion	vertebræ	diverse
invert	vertex	diversity
inverted	vertical	diversify
inversion	vertigo	diversification
inverse	verse	obverse
inversely	versed	reverse
pervert	version	reversal
perverse	versatile	reversible
perversely	versatility	traverse
perversion	versification	transverse
perversity	adverse	transversely
perversive	adversity	universe
revert	adversely	universal
reversion	adversary	universally
reversionary	anniversary	university
subvert	converse	

50. *Voc* (*Voke*)=VOICE, CALL.

vocal	vociferous	invoke
vocally	vocabulary	invocation
vocalize	advocate	provoke
vocalist	advocacy	provoking
voice	convoke	provocation
voiceless	convocation	unprovoked
vocation	equivocate	revoke
avocation	equivocation	revocation
vociferate	equivocal	irrevocable
vociferation		



## PREFIXES AND SUFFIXES.

## Prefixes.

*a, ab, abs*=from—*avert, abbreviate, abstain, abstract.*  
*a, an*=without, not—*apathy, atheist, anarchy, anhydrous.*

*ad (ac, af, ag, al, an, ap, ar, as, at)*=to—*adhere, account, affix, aggrieve, allure, anoint, apply, arrange, assent, attest.*

*ante*=before—*antecedent, antedate.*

*anti*=against—*antiseptic, antipathy.*

*bi*=two—*binary, bigamy, binominal, bicycle.*

*circum*=around, about—*circumnavigate, circumference, circumlocution.*

*con, com, cor*=with, together—*conflagration, complete, correspond.*

*contra*=against, opposite—*contradict, controvert.*

*de*=down, from—*decline, defend, deliver, deposit.*

*dia*=through, between, across—*diameter, dialogue, diagonal.*

*dis, di*=apart—*dispose, discuss, dilate, divert.*

*epi*=upon—*epitaph, epidemic, epidermis, epitome.*

*ex, e, ef*=out—*except, exclude, emit, effect.*

*extra*=beyond, outside of—*extraneous, extraordinary.*

*in, im, il, ir*=not—*infinite, immature, illegible, irregular.*

*in, im, il, ir, en*=in, on—*include, immerse, illuminate, irruption, enlist, enroll.*

*inter*=between, among—*interpose, intervene.*

*mal*=bad, ill—*malfeasance, malediction.*

**mis**=*wrong, erroneous—misconduct, misapply, misinterpret.*

**non**=*not—nonsense, non-existence.*

**ob, oc, of, op**=*against, opposed—object, occupy, offend, oppress.*

**per**=*through—pervade, perceive, perfect, permeate.*

**poly**=*many—polysyllable, polytechnic, polygon, polygamy.*

**post**=*after—postscript, postpone, postdate.*

**pre**=*before—precede, preside, prescience.*

**pro**=*forward, forth, before—proceed, profuse, prologue.*

**re**=*back, again—react, retire, remove, regard.*

**retro**=*backward—retrospect, retrograde, retrocession.*

**se**=*aside, apart—seclusion, secede.*

**sub**=*under—subscribe, submit, sublet, subjoin.*

**super**=*above, over—supervision, supernatural, superfluous.*

**syn, sym**=*with, together—syndicate, synthesis, sympathy, symmetry.*

**tri**=*three—trisyllable, tricycle, triune, triple.*

**trans**=*over, across, through, beyond—translate, transplant, transparent.*

**un**=*not—uncertain, unable, untold, undecided.*

### Suffixes.

**acy**=*state, condition—obstinacy, celibacy, efficacy.*

**ade**=*arrangement—colonnade, crusade, stockade.*

**age**=*that which relates to—coinage, baggage, ferriage.*

**al**=*relating to, the act of—personal, conditional, appraisal, removal.*

**an**=*belonging to, one who*—**republican**, **American**, **Philadelphian**, **valedictorian**.

**ance, ence**=*state of being*—**attendance**, **corpulence**.

**ant, ent**=*being, one who*—**abundant**, **prevalent**, **confident**, **confidant**, **superintendent**.

**ar**=*belonging to*—**lunar**, **circular**, **columnar**.

**ary**=*pertaining to, resembling*—**revolutionary**, **capillary**.

**ate**=*having the quality of*—**ornate**, **accurate**.

**ate**=*to make*—**aggravate**, **vacate**, **invalidate**.

**ble**=*that can be*—**negotiable**, **convertible**.

**dom**=*condition of, realm of*—**freedom**, **kingdom**.

**ee**=*one to whom*—**referee**, **consignee**.

**en**=*to make*—**harden**, **blacken**.

**er, eer, ier, yer**=*one who*—**maker**, **auctioneer**, **collier**, **lawyer**, **sawyer**.

**escence**=*state of growing or becoming*—**convalescence**, **effervescence**.

**escent**=*becoming*—**evanescent**, **quiescent**, **obsolescent**.

**hood**=*condition*—**boyhood**, **brotherhood**, **hardihood**.

**ic**=*like, pertaining to*—**heroic**, **conic**, **magnetic**, **academic**.

**ice**=*quality*—**justice**, **cowardice**, **service**.

**ics**=*science of*—**mathematics**, **physics**, **politics**, **acoustics**, **optics**.

**ile**=*pertaining to*—**hostile**, **fragile**, **tensile**, **virtile**.

**ine**=*like, pertaining to*—**canine**, **saline**, **marine**.

**ion**=*act of*—**omission** **solution**, **division**.

**ise**=*to make*—**criticise**, **advertise**, **surprise**.

**ish**=*somewhat, like*—**grayish**, **foolish**, **roguish**.

**ish**=*to do, to make*—**finish**, **publish**, **diminish**.

**ism**=*state, practice*—**magnetism**, **criticism**, **Mohammedanism**.

*ist*=one who—vocal*ist*, pian*ist*, typ*ist*, machin*ist*.

*ite*=one who, that which—Israel*ite*, favorite, hypocrite, requisite.

*ity*=state, quality, condition—brevi*ty*, cavi*ty*, digni*ty*.

*ive*=filled, having power—deceptive, adhesive, offensive.

*ize*=to make—pulver*ize*, aggrandize, minimize.

*less*=without, destitute of—careless, endless, useless.

*let*=a little—tablet, eyelet, owlet.

*ly*=like, in a manner—friendly, lordly, quickly, carefully.

*ment*=state of, act of—bewilderment, announcement, judgment.

*ness*=state of, quality of—wickedness, smoothness.

*or*=one who—collector, governor, actor.

*ory*=fitted to, a place where—preparatory, compulsory, factory, conservatory, dormitory.

*ous*=partaking of, having the quality of—famous, nutritious.

*ry, ery*=a place where, wares of a—hostelry, distillery, confectionery, stationery.

*ship*=place, office, condition—clerkship, principalship, hardship.

*some*=having the quality or character of—burdensome, quarrelsome.

*tude*=condition, quality—servitude, plenitude, gratitude.

*ty*=condition, state—novelty, safety, certainty.

*ure*=act, condition, thing—capture, mixture, fracture.

*y*=partaking of, quality of—easy, airy, noisy, honesty.

## HOMONYMS.

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(A *homonym* is "a word having the same sound as another, but differing from it in meaning." In the following list, the sounds are in some cases *identical*, in others only *similar*.)

Abolition, ebullition  
absence, absents  
accept, except  
access, excess  
acclamation, acclimation  
adds, ads, adz  
adherence, adherents  
advice, advise  
affect, effect  
ail, ale  
air, e'er, heir, ere  
aisle, I'll, isle  
aliment, element  
all, awl  
allegation, alligation  
alley, ally  
allowed, aloud  
allude, elude, illude  
altar, alter  
amend, emend  
annalist, analyst  
ant, aunt  
arc, ark  
area, aria  
arose, arrows

arrant, errant, errand  
artist, artiste  
ascent, assent  
assay, essay  
assistance, assistants  
aster, astir  
attendance, attendants  
auger, augur  
axis, axes

Bad, bade  
bail, bale  
bald, bawled  
ball, bawl  
bard, barred  
bare, bear  
baron, barren  
base, bass  
bazar, bizarre  
be, bee  
beach, beech  
beat, beet  
beau, bow  
been, bin  
beer, bier

bell, belle	Calendar, calender
berry, bury	cannon, canon, cañon
berth, birth	canvas, canvass
billed, build	capital, capitol
bite, bight	carrot, carat, caret
blond, blonde	cast, caste
blue, blew	caster, castor
boar, bore	ceiling, sealing
board, bored	cellar, seller
boarder, border	censor, censer
bold, bowled	census, senses
bolder, bowlder	cereal, serial
born, borne, bourn	cetaceous, setaceous
borough, burrow, burro	chagrin, shagreen
bough, bow	chance, chants
boy, buoy	chaste, chased
braid, brayed	chews, choose
braise, braze, brays	choir, quire
brake, break	choler, collar
breaches, breeches	choral, coral, corral
bread, bred	chord, cord, cored
brews, bruise	clause, claws
bridal, bridle	click, clique
Britain, Briton	climb, clime
broach, brooch	close, clothes
brood, brewed	clue, clew
brows, browse	coaled, cold
brute, bruit	coarse, course
buccal, buckle	coarser, courser, corsair
but, butt	coat, cote
buy, by, bye	coin, coign, quoin

colonel, kernel	decade, decayed
color, culler	decease, disease
commence, comments	deformity, difformity
committee, comity	dense, dens, dents
complacent, complaisant	depository, depositary
complement, compliment	descent, dissent, decent
concert, consort	desert, dessert
concord, conquered, Concord	deuce, dues, dews
concur, conquer	device, devise
confident, confidant, confi- dante	die, dye
confirmation, conformation	dire, dyer
consols, consuls	discreet, discrete
consonance, consonants	divisor, devisor, deviser
core, corps	do, due, dew
correspondence, correspon- dents	done, dun
corporal, corporeal	dose, doze
council, counsel	dough, doe, do
courier, currier, carrier	duct, ducked
cousin, cozen	duel, dual
coward, cowered, cowherd	dust, dost
creak, creek	dying, dyeing
critic, critique	Earn, urn
cruel, crewel	educe, adduce, deduce
cruise, crews	effluence, affluence
currant, current	efflux, afflux
cypress, Cyprus	either, ether
	elicit, illicit
	eligible, illegible
Dam, damn	elision, Elysian
dear, deer	elusive, illusive

emerge, immerge	forty, forte
emigrant, immigrant	foul, fowl
eminent, imminent, imma- nent	fourth, forth
eraser, erasure	freeze, frees, frieze
eruption, irruption	fungus, fungous
exceed, accede	fur, fir
exercise, exorcise	furs, firs, furze
extent, extant	Gamble, gambol
Face, phase	gate, gait
faint, feint	gentle, genteel
fair, fare	genus, genius
false, faults, falls	gesture, jester
faro, Pharaoh	gild, guild
fate, fête	glacier, glazier
father, farther	glare, glair
feat, feet	gorilla, guerrilla
feign, fain, fane	grace, graze
fence, fens	grander, grandeur
ferrule, ferule	great, grate
file, phial	greater, grater
find, fined	grisly, grizzly, gristly
fissure, fisher	groan, grown
flee, flea	grocer, grosser
flour, flower	guest, guessed
flow, floe	guide, guyed
flue, flew	guilt, gilt
for, four, fore	guise, guys
formerly, formally	Hail, hale
fort, forte	hair, hare



hall, haul	Key, quay
handsome, hansom	kill, kiln
haze, Hayes, Hay's	knave, nave, naive
heal, heel, he'll	
hear, here	Lacks, lax
heard, herd	laid, lade
heart, hart	lain, lane
hello, hallow, halo	lapse, laps, Lapps
hew, hue, Hugh	lea, lee
hide, hied	lead, led
high, hie	leaf, lief
him, hymn	leak, leek
hire, higher	lean, lien
hoard, horde	least, leased
hole, whole	legislature, legislator
holy, wholly	lens, lends
hoop, whoop	lesson, lessen
horse, hoarse	liable, libel
hose, hoes	liar, lyre
	lie, lye
I, eye, aye	lightning, lightening
idle, idol, idyl	limb, limn
impostor, imposture	liniment, lineament
in, inn	links, lynx
indict, indite	literal, littoral
ingenious, ingenuous	load, lode, lowed
insight, incite	loan, lone
invade, inveighed	loot, lute
	lose, loose
Jam, jamb	low, lo
jointer, jointure	lower, lore

lumber, lumbar	more, mower, moor
Made, maid	morn, mourn
magnet, magnate	mucus, mucous
mail, male	mule, mewl
main, mane, Maine	muscle, mussel
maize, maze, May's	musè, mews
mall, maul	must, mussed
mare, mayor	mustard, mustered
mark, marque, Mark, Marc	Nay, neigh, née
marshal, martial	need, knead, kneed
marten, martin, Martin	new, knew, gnu
mast, massed	news, noose
mattresses, matrices	night, knight
mead, meed	no, know
mean, mien, mesne	none, nun, known
medal, meddle	nose, knows
meet, meat, mete	not, knot
message, messuage	
metal, mettle	Ode, owed
might, mite	one, won
millinery, millenary	opposite, apposite
mince, mints'	or, ore, oar, o'er
miner, minor	oracle, auricle
missile, missal	oral, aural
mist, missed	ordinance, ordnance
moan, mown	oriole, aureole
moat, mote	ought, aught
mode, mowed	our, hour
model, modal	overdue, overdo
modest, modiste	owe, oh, O

Pain, pane, Payne, Paine	poesy, posy
pair, pare, pear	pole, poll, Pole
palate, palette, pallet	populous, pupulace
pale, pail	port, Porte
parasite, parricide	pour, pore
passable, passible	praise, prays, preys
past, passed	presence, presents
paste, paced	president, precedent
pastel, pastil	pride, pried
pastor, pasture	prince, prints
patience, patients	principal, principle
pause, paws	prior, prier
peak, pique	prize, pries, price
peal, peel	profit, prophet
pearl, purl	prophecy, prophesy
pedal, peddle	purse, purrs
peer, pier, Pierre	
pencil, pensile	Quartz, quartz
penitence, penitents	quite, quiet
personal, personnel	
personality, personalty	Rabbit, rabbet
phalanx, flanks	radical, radicle
phalanges, flanges	radish, reddish
phrase, frays	rain, reign, rein
physic, physique	raise, raze, rays, race
piece, peace, peas, pease	raisin, resin
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plum, plumb	real, reel

receipt, reseal	salary, celery
recent, resent	sale, sail
red, read	salvage, selvage
reed, read	sane, seine, Seine
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rest, wrest	sculpture, sculptor
rice, rise	seal, ceil
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rigor, rigger	season, seizin
ring, wring	see, sea
road, rode, rowed	seed, cede
roll, rôle	seem, seam
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rose, rows, roes	senior, Señor, Signor, seig-
rough, ruff	nior
rouse, rows	sent, cent, scent
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rye, wry	shoot, chute
	shown, shone
Sack, sacque, sac	side, sighed
sailor, sailer	sight, site, cite

sign, sine  
 signet, cygnet  
 sire, sigher  
 size, sighs  
 skull, scull  
 sleigh, slay  
 slight, sleight  
 slow, sloe  
 so, sew, sow  
 sold, soled, souled  
 some, sum  
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 straight, strait  
 style, stile  
 succor, sucker  
 suit, soot  
 suitor, suture  
 compliance, suppliants  
 base, ceriph  
 f, serm, plu  
 e  
 ge, serg

surplus, surplice  
 sweet, suite  
 sword, soared  
 symbol, cymbal  
 symmetry, cemetery

Tact, tacked  
 tail, tale  
 talisman, talesman  
 taper, tapir

taught, taut  
 tax, tacks  
 team, teem  
 tear, tare  
 tear, tier  
 tease, teas  
 tenor, tenure  
 terrier, tarrier  
 there, their, they're  
 throne, thrown  
 through, threw  
 throw, throe  
 tide, tied  
 time, thyme  
 to, too, two  
 toad, toed, towed  
 toe, tow  
 told, tolled  
 tool, tulle  
 tract, tracked

treatise, treaties	weal, we'll
troop, troupe	wear, ware, where
trusty, trustee	weather, whether, wether
turban, turbine	weave, we've
twill, 'twill	were, whirl
typographical, topographical	we're, weir
	wet, whet
Use, ewes, yews	what, watt, wot
	when, wen
Veil, vale	which, witch
vein, vain, vane	while, wile
venal, venial	whirl, whorl
venous, Venus	whither, wither
veracious, voracious	whose, who's
veracity, voracity	wield, wheeled
vertex, vortex	wig, whig
vile, vial, viol	wine, whine
violet, violate	wit, whit
	with, withe
Wade, weighed	woe, whoa
wail, wale, whale	would, wood, wooed
wait, weight	wrapper, rapper
wane, wain	wreak, reek
war, wore	wreath, wreathe
warn, worn	wrote, rote
waste, waist	
wave, waive	Yoke, yolk
wax, whacks	you, yew, ewe
way, weigh, whey	your, ewer, you're
we, wee	yule, you'll
weak, week	



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PUBLISHT BY  
THE PHONOGRAPHIC INSTITUTE COMPANY,  
CINCINNATI, O.

In March, 1907, a complete census was made of the shorthand clerks in the offices of the United States Government at Washington. These reports, duly signed by the chief clerks of the several departments of the United States Government, show that out of a total of 1579 shorthand clerks employed in the departmental offices 796 are writers of the Bann Pitman system. The proportionate use of other systems is shown as follows:

**All others (totaling 14.8 %), less than 1 % each.**

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[July 1, 1911.]

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